



Wood Science

Graduate Program Handbook

MS, Dual Major MS, PhD, and Dual Major PhD

2023-2024 Academic Year

September 2023

<http://woodscience.oregonstate.edu>

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Department of Wood Science & Engineering Key Information

We are a multidisciplinary university program focused on the science, technology, engineering and business practices that help society sustainably meet our needs for renewable materials, and help ensure the global competitiveness of American business.

Mission: We discover the science, create the technology, and design the renewable materials, products & structures for future generations

Vision: To be a part of a collaborative, global faculty in wood and renewable materials research that values community engagement and inclusive education

Values: Include, empower, engage, comprehend, question

Key Contacts

Eric Hansen Department Head E-mail: Eric.Hansen@oregonstate.edu Phone: 541.737.4224	Responsibilities TA budget allocations Final reviewer of admissions decision and fellowship/scholarship nominations Create and enforce departmental policies Exit interviews with students
Hyojung Kwon Administrative Manager E-mail: Hyojung.Kwon@oregonstate.edu Phone: 541.737.7759	Responsibilities Grants Budgets Payroll Travel and personal reimbursements HR liaison Keys Department Head's schedule

Allison Culver

Student Programs & Curriculum
Coordinator

Email: Allison.Culver@oregonstate.edu

Phone: 541.737.5091

After hours passes and network accounts

Office assignments

Updates website and handbook as needed

Graduate assistantship paperwork

Graduate faculty nominations

Provide progress reports and solicit annual student evaluations

Promotes awareness of fellowship programs, awards and similar opportunities and collecting submissions

Defense Scheduling

Program assessment

Arijit Sinha

Graduate Affairs & Assessment
Committee Chair

E-mail: Arijit.Sinha@oregonstate.edu

Phone: 541.737.6713

Responsibilities

Reviews all WSE web and print recruiting and current student materials

Leads review of fellowship, scholarship, and travel awards, sends out nomination notifications

Advises Department Head on interpretations of departmental rules

Welcome to OSU

The Department of Wood Science & Engineering at Oregon State University is a multidisciplinary science, technology and business program that is committed to excellence in education and research to extend available forest resources to meet society's growing need for forest products while maximizing their value. We view research and the education of future scientists, technologists and other professionals as being of paramount importance in meeting the challenges of the future.

The MS and PhD degrees in Wood Science are intended for those likely to enter careers as research and development scientists, marketing consultants, professors, structural engineers, industry technologists and managers, or other highly skilled professionals. These degrees are strongly connected to a program of research or problem solving and emphasize oral and written communication skills.

This booklet is designed for current graduate students in Wood Science. It was developed to acquaint you with some of the opportunities with our degree programs and is a compilation of our rules, procedures, and guidelines associated with progress through and successful completion of a degree, as well as through graduate school.

If you have questions that are not covered in this booklet, please give us a call or send an e-mail to the address below.

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Corvallis, OR 97331-5751
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Web: <http://woodscience.oregonstate.edu>

Applying to the Graduate Program in Wood Science

There are many personal and professional reasons you may be considering graduate school. A degree in Wood Science from Oregon State University can help you achieve your personal and professional goals.

Locating a Major Professor

If you plan to apply, it is important to connect with professors to see if they have the ability to take on a new graduate student. Faculty will be able to tell you more about their current research projects, as well as any funded assistantship positions that they may have available.

When you fill out the application you will be asked to list potential major professors with whom you would like to work, and in what research areas you have an interest. The people listed on your application as potential major professors will be among the first to review your application, so it is very important that you are in contact with them before the review process begins.

You will find our faculty, their contact information, and their research interests [here](#).

You are welcome to apply without listing a major professor, however, this can delay the review of your application while we locate potential major professors with research interests similar to those you have listed on the application.

Application Materials Required

Academic Requirements: <https://gradschool.oregonstate.edu/admissions/academic-requirements>

1. Application and fee

The application is available at: <http://oregonstate.force.com>

The application fee is \$75 for domestic applicants, \$85 for international applicants, and there is a discounted application fee if you apply to more than one program at Oregon State University.

2. Copies of your transcripts (academic records) from your undergraduate courses and graduate courses, and if applicable, degree statement for both degrees

Unofficial copies of academic records can be used for initial review purposes, however, at the point of admission you will need to provide official copies of academic records.

3. Statement of objectives

The statement of objectives should address your reasons for pursuing graduate school, specifically a degree in Wood Science, what has prepared you for a graduate degree in Wood Science, your research interests and how they relate to the research interests of our faculty, and how a degree in Wood Science will help you achieve your future goals.

4. Three (3) letters of recommendation

Three letters of recommendation are required for our admissions committee to review the application. Your references can be current professors, supervisors, or managers. These people should know you well and be familiar with your academic work, work ethic, and accomplishments.

If you are applying for the PhD program, one of your recommendations must be from your major professor for the Master's degree.

5. Resume/Curriculum Vitae

Your resume should highlight notable accomplishments, achievements, skills, presentations, and any publications in which you are listed as an author. You should include any research, internship, study abroad, or work experience you have gained.

There is no maximum length, however, brevity is key. For College of Forestry scholarship consideration, you will need to provide a one-page resume.

6. TOEFL or IELTS scores for international applicants

The department recommends a 93 on the iBT TOEFL test and 7.0 on the IELTS. These score requirements are higher than those required by the OSU Graduate School:
<http://gradschool.oregonstate.edu/admissions/international#english-language>.

Note: The GRE is no longer a mandatory requirement for admission into the Wood Science graduate program. While submission of GRE scores to OSU is optional, submitting scores can provide further supplementary information for your application. It's important to note that the absence of GRE scores will not in any way disadvantage your application.

Application Deadlines

The Wood Science & Engineering program follows the basic Graduate School application deadlines, however, for Fall term scholarship and fellowship consideration there are earlier deadlines that should be met for optimal funding consideration.

Your application needs to be submitted and completed by the following deadlines if you are applying for Fall term and would like consideration for scholarships and fellowships.

In order to be considered for College of Forestry scholarships, you will need to be formally admitted to the University. Upon admission, you will be able to access the online College of Forestry scholarship application, which you will need to fill out and submit.

Graduate School application deadlines:

<http://gradschool.oregonstate.edu/admissions/deadlines>

College of Forestry Scholarships: <http://www.forestry.oregonstate.edu/graduate-programs/funding>

Graduate School Awards: <http://gradschool.oregonstate.edu/awards>

Application Process

1. Apply to the Wood Science program through the OSU Graduate School: <http://oregonstate.force.com>. You can either wait until your application is completed with your supporting documents to submit it, or you can submit your application and provide the supporting documents shortly after that.
2. Upload supporting documents to your application: copies of your transcripts, copies of TOEFL or IELTS test scores, resume, and other supporting documents through the online application.
3. Solicit references from three (3) people who are able to attest to your ability to be successful in graduate school. You can enter their e-mail addresses in the online application and collect their letters before you submit the application.
4. Once we have received all necessary documents to review your application, our Graduate Admissions Committee will begin their review.

Any potential major professors you have listed on the application will review your materials first. If you have not listed any potential major professors, we will have faculty with related research interests review your application.

Two members of our admissions committee will review materials and leave their input, and the Chair of the Graduate Admissions Committee will synthesize the reviews and recommend admission or denial to the Department Head.

The Department Head performs the final review and either agrees with the committee's recommendation or asks the committee to reconsider their recommendation. The Department Head's decision is submitted to the Graduate School.

The Wood Science graduate program considers applications holistically, meaning there are many factors that we consider in our admissions process: letters of recommendation, transcripts, the statement of purpose, in addition to test scores. We also look at the ability of faculty to take on new graduate students, and whether or not there is funding available to support a new graduate student.

5. The Graduate School evaluates the application to ensure that University requirements for admission are met. If any other documentation is needed to process their decision, they will follow up with you for documents.

Information for Graduate Students in the Wood Science Program

University Information & Resources

The Graduate School

The Graduate School plays a leadership and advocacy role to ensure that OSU attracts the best graduate students and delivers a compelling and high-quality graduate experience that prepares them to create new ideas and knowledge, to educate others, to make positive impacts on society, and to lead innovation.

Graduate School website: <http://gradschool.oregonstate.edu>

Graduate School's Academic Progress website: <http://gradschool.oregonstate.edu/progress>

Graduate School's Professional Development and Student Resources website: <https://gradschool.oregonstate.edu/current-students#resources>

Computer Access

ONID Accounts – Your ONID account allows you to log in to secure Wi-Fi on campus, login to Canvas for course information and documents, register for courses, and have an OSU e-mail account*. All e-mails sent from campus departments will be sent to your ONID account.

Instructions on activating and signing up for your ONID account can be found at: <https://onid.oregonstate.edu>

**Your ONID e-mail account is separate from the e-mail account you will receive from the College of Forestry. We recommend that you forward your ONID e-mail account to your College of Forestry e-mail account.*

The College of Forestry has multiple accessible public computer labs, designed to cater to the needs of our students. These labs offer desktop computers and monitors provided for student use throughout their tenure at OSU. For added convenience, laptop computers can be conveniently rented via the College of Forestry Helpdesk. Students can inquire about computer access and what is available to with their respective major professor.

Access to College of Forestry Network

The College of Forestry (CoF) will provide a network account to eligible graduate students; eligibility includes graduate students who are enrolled in a College of Forestry degree program or who are enrolled in a formal interdisciplinary graduate program with a CoF-salaried professor as major advisor. College of Forestry, Administrative Memo No. 253: https://www.forestry.oregonstate.edu/sites/default/files/upload_files/AdminMemo253Feb%202011.pdf.

Through the network you will be able to access software available only to CoF students, faculty, and staff. Once you have a network account you will also be able to register for computing workshops only available to individuals in the College of Forestry, such as thesis formatting, R, ArcGIS, and SAS.

Once your CoF Network account form is signed and processed you will receive an additional oregonstate.edu e-mail address: FirstName.LastName@oregonstate.edu. The College of Forestry and the WSE Department will send important college related notifications to this e-mail address. Be sure to either have your ONID forwarded to this address, or forward your ONID and this one to an e-mail address you frequently check.

Students are expected to adhere to the policies described in "Living Within the Acceptable Use Policy" regarding use of Forestry computing resources:
<http://helpdesk.forestry.oregonstate.edu/living-within-acceptable-use-policy?destination=node/2242>.

Valley Library

<http://guides.library.oregonstate.edu/Library-Workshops-for-Grad-Students-Faculty>

Whenever you have questions about the Library, they can be reached at:
valley.reference@oregonstate.edu, 541-737-7293 (call), 541-526-7655 (text) or chat:
<http://library.oregonstate.edu/reference>

University Emergency Contacts

Emergency Procedures: <https://emergency.oregonstate.edu/emergency-management/emergency-procedures>

Sign up for OSU Alerts: <http://oregonstate.edu/alerts>

Department of Public Safety website: <http://fa.oregonstate.edu/publicsafety>

CoF Student Organizations

There are multiple student clubs across the campus. The two in the College that are most relevant for you are FUSE and IFSA.

FUSE (The Forest Utilization Society) Club is a student-led organization that is closely associated with the Department of Wood Science & Engineering, Forest Product Society, and the Society of Wood Science and Technology.

IFSA is the International Forestry Students Association (OSU Chapter).

For information on other student clubs and organizations in the College of Forestry:
<http://studentservices.forestry.oregonstate.edu/sre/student-clubs-organizations>

Departmental Information and Resources

Office Space Assignments

Office space is assigned on a first come, first served basis. Office space consists of a desk in a shared, open office with other graduate students, visiting international scholars and interns.

We ask that you be respectful of the space that you share.

- Keep your space tidy
- Don't bring a bunch of "stuff" into your office and expect that someone else will dispose of it when you graduate

If you would like to change offices, please send an email to allison.culver@oregonstate.edu.

Keys to the Building

Once your Major Professor has notified Hyojung Kwon what labs you will need access to, as well as keys to your shared office space, the mailroom, and building entrance, she will notify the Key Shop to issue you keys. You will receive an email once the keys are ready to be picked up. You will need your ID to obtain your keys from the Key Shop. The key pickup and drop off will be at the ID Center located in the Memorial Union - Room 103. Please check the ID Center's website for their hours of operation: <https://fa.oregonstate.edu/business-affairs/id-center>

After Hours Passes

At the beginning of each academic year the department distributes after hours passes to graduate students. When you are in the building after hours or on the weekend you will need to carry this card, as well as your OSU ID card. Yes, Campus Police will stop you and ask if you belong in the space.

College Policy on After Hours Passes:

https://www.forestry.oregonstate.edu/sites/default/files/upload_files/memo106AfterHoursWorkPermits.pdf.

Mailboxes

All graduate students in the Wood Science & Engineering Department are given a mail box in the RH 119G mailroom. It is your responsibility to check your mailbox as important notices are placed there, as well as returned homework assignments/exams. Each term we update the mailboxes to include new students and remove students who have graduated. **Please be aware the location of your mailbox may change.**

If you need to post personal mail, you have the option of placing your mail to be sent in the outgoing mail box on the corner of the counter in the mailroom. Personal mail must include the proper postage on it in order to be sent.

Scanning and Photocopying

Scanning on the RICOH copier in the RH 119 mailroom is free. If you find that you are not in the RICOH system, please send an email to Hyojung.Kwon@oregonstate.edu.

Photocopying on the RICOH copier requires a passcode. Please contact your major professor if you need to make copies. If you are a TA who needs to make copies for a course, please email Hyojung at Hyojung.Kwon@oregonstate.edu for a copy code.

Lab & Shop Safety

Each individual research group is responsible for ensuring proper training for lab and shop equipment. Trainings may be in person, online, or both. You are not allowed to begin work until you have received training.

Major Professors, or lab PIs, may require you to take Environmental Health and Safety (EH&S) trainings or may provide you with a training in order to work in their lab. Trainings are often available through an online system, SciShield. Your major professor/P.I. will assign your trainings through this system.

SciShield: <https://ehs.oregonstate.edu/scishield>

College Safety Manual:

https://www.forestry.oregonstate.edu/sites/default/files/2020%20Safety%20Manual1_7.pdf

Office Supplies for TAs and Research

The Wood Science & Engineering Department provides basic office supplies (pads of paper, pencils, pens, tape, erasers, and whiteboard markers) **to be used only for teaching or research assistant duties**. The Wood Science & Engineering Department does not provide personal supplies for coursework.

If you need items for teaching or research duties, please visit the WSE main office, Richardson 119. If you need specific supplies for a research project, please work with your major professor.

Progress Reports

Biannually, the Graduate Program Coordinator will e-mail a progress report update to you and your major professors; this typically occurs over winter break and over summer break. The report outlines the major departmental and university milestones that graduate students in the Wood Science program are expected to complete, and provides expected deadlines for completion. The progress report reflects departmental records, so if you have completed some items but not turned them in they will show as incomplete.

Annual Evaluations

You will be evaluated annually by your major professor or work supervisor to ensure that you are making satisfactory academic progress.

It is the responsibility of graduate students and graduate assistants employed by the Department of Wood Science & Engineering to initiate this annual review, however, the department will remind you and your major professor over the summer that it is time for a review to occur.

MS Annual Satisfactory Academic Progress (SAP) Evaluation:

<https://mycof.forestry.oregonstate.edu/sites/default/files/wse/MS%20Satisfactory%20Academic%20Progress%20Evaluation%2008012023.pdf>

PhD Annual Satisfactory Academic Progress (SAP) Evaluation:

<https://mycof.forestry.oregonstate.edu/sites/default/files/wse/PhD%20Satisfactory%20Academic%20Progress%20Evaluation%2008012023.pdf>

Graduate Assistant Employee Evaluation:

<https://mycof.forestry.oregonstate.edu/sites/default/files/wse/Graduate%20Employee%20Evaluation%20Form%20080123.pdf>

Student Directory Information on WSE Website

All graduate students are listed in the Wood Science & Engineering online directory, unless they request to opt out. The directory is located at: <http://directory.forestry.oregonstate.edu/wse>.

Information listed in our directory includes: your name, picture, office location, degree sought, major professor(s), e-mail address, previous education, and research. This is a useful way for employers to connect with you.

If you would like to provide us with the most up-to-date information, including a photo of you, please fill out the [WSE Directory Info form](#) and turn in to RH 119.

There is also a University Directory, located at: <http://directory.oregonstate.edu>.

Award Resources for Current Students

College of Forestry Fellowships

The College of Forestry awards graduate fellowships each year, with award amounts ranging from \$500 to \$8,000. The fellowship is a scholarship that is applied in three installments to the students' account over Fall, Winter, and Spring terms. Each department within the College may nominate seven continuing students for consideration.

Graduate School Scholarships and Fellowships

Scholarships and Fellowships at the Graduate School level are highly competitive. Students cannot nominate themselves for these awards, and must submit supporting documents to the WSE Graduate Program Coordinator to be distributed to committee for review.

Awards administered by the Graduate School are listed at:

<https://gradschool.oregonstate.edu/awards>. We ask that students review the list of awards and self-identify the awards for which they may be qualified. Please discuss with your major professor(s) about nomination and to begin preparing your nomination well before the deadline. In some cases, the department may submit only one nominee for consideration.

Notice of deadlines and required documents for Graduate School Scholarships and Fellowships will be sent out via e-mail in December or January.

Scholarship Opportunities for International Students

Some outside scholarships are available for international students. Please check availability and requirements at:

- <https://admissions.oregonstate.edu/international/prices-scholarships/scholarships-international-students/graduate-scholarships>
- http://international.oregonstate.edu/sites/international.oregonstate.edu/files/atosu/Selected_FundingSourcesOpentoNon-US-Citizens.pdf

College of Forestry Dean's Investment Fund Awards for International Engagement

If you plan to travel abroad to intern at a company, perform research internationally, or attend a conference outside of the U.S. you may be eligible to apply for the Dean's Investment Fund Awards. More information on eligibility, criteria, and deadlines can be found at:

<https://mycof.forestry.oregonstate.edu/international/deans-investment-fund-awards-international-engagement>.

Travel Awards

As a graduate student you will likely be required to present research findings at a conference. There are some awards available for graduate students to help offset the cost of travel to and from conferences.

College of Forestry First-Time Passport Funding:

<https://www.forestry.oregonstate.edu/new-passport-funding-application>

Graduate School's Scholarly Presentation Award:

<https://gradschool.oregonstate.edu/awards/scholarly-presentation-award>

Graduate School's Professional Development Award:

<https://gradschool.oregonstate.edu/awards/professional-development-award>

Program Guidelines and Degree Requirements for Wood Science Students

Core Courses

The Wood Science program has several core courses that all students, including dual majors, are required to take. These courses impart knowledge that helps graduates from our program demonstrate a general understanding of wood science and basic skills expected for the workforce.

- **WSE 507/607- 001 – Beginning Seminar**

Offered Fall and Spring terms, 1 credit

A seminar course where students focus on honing their public speaking and presentation skills by preparing seminars on various topics throughout the term.

- **WSE 507/607- 002 – Seminar**

Offered Fall, Winter, and Spring terms, 1 credit

A seminar course designed to highlight the breadth and diversity of research within the field of wood science. Presenters include industry leaders, researchers, and current students in the department.

- **WSE 540 – Introduction to Wood Science & Engineering**

Offered Fall term, 2 credits

Explores the breadth of wood sciences by exposing students to faculty expertise on wood properties and products. Analyzes key concepts/issues associated with wood science. Examines basics of wood products in relation to markets and trade.

- **WSE 541 – Wood Structure**

Offered Winter term, 3 credits

Identifies and explores common North American species utilized to meet our fiber needs. Describes their growth, cell types present, and arrangements within a stem at the macro- and micro-level. Reviews the polymers (cellulose, hemicellulose and lignin) that form plant cell walls and their roles in determining wood properties. Describes various types of abnormal wood and how they influence wood and product properties. Examines the interaction of wood and water as is the impact of wood structure on properties and transport phenomena.

- **WSE 542 – Scientific Methodology in Planning Research Projects**

Offered Winter term, 2 credits

Provides basic theoretical knowledge and practical skills related to scientific methodology and planning as they apply to conduct graduate projects in technical sciences and engineering. Explains why we employ the methods that we do, why these decisions are important, and how they impact final results. Provides training in research ethics to be able to conduct scholarly and professional activities in an ethical manner.

- **WSE 543 – Forest Sector Business & Sustainability**

Offered Fall term, 2 credits

Explores at multiple levels the complex confluence of forests, business, and sustainability. Critically analyzes the idiosyncratic context of the forest sector, prominent pathways to managing forest-dependent businesses, and the contribution of forest sector businesses to achieving Sustainable Development Goals. Examines markets for forest products and the companies that cater to those markets.

- **WSE 544 – Wood Chemistry**

Offered Winter term, 2 credits

Explores the chemical makeup of lignocellulosic materials with a specific focus on wood. Critically analyzes products that can be made from renewable raw materials. Examines processes required to manufacture paper and wood chemical products.

- **WSE 545 – Wood Physics**

Offered Fall term, 2 credits

Examines fundamental physics as applied to plant fibers, solid wood and bio-based composites, with focus on hygroscopicity, heat & mass transport, and synthesis and application of principles to practical examples such as in wood drying or hot pressing. Explores the complexity of materials obtained from forest and agricultural biomass, including discussion of certain aspects of physical models and theories not commonly covered in general physics classes.

- **WSE 546 – Wood Mechanics**

Offered Spring term, 2 credits

Explores at multiple levels the complex structure of wood and how it influences mechanical properties. Analyzes load response, stress, strain, and directional complexities. Critically examines mechanics of engineered wood composites, its strengths and weaknesses, in relationship to other commonly used building materials.

- **WSE 547 – Wood Biodeterioration & Preservation**

Offered Winter term, 2 credits

Examines wood biodeterioration, biodegradation, and various methods for their prevention. Describes the biotic and abiotic agents of wood decay and requires students to compare and contrast them with respect to their impacts on wood. Describes the chemical properties and mode of action of common wood preservatives, wood protection systems, and wood modification technologies. Synthesizes base knowledge in wood preservative technology into novel creative methods for wood protection or environmental risk mitigation.

- **WSE 548 – Wood Identification**

Offered Spring term, 2 credits

Explores and identifies the microanatomy of common commercial hardwoods and softwoods from around the world. Identifies key features in target wood species used in morphological identification. Evaluates the anatomy of differing wood species. Models the use of paper and digital databases for wood identification. Reviews current genetic and alternative methods wood identification.

Program of Study

What it is

The Program of Study acts as a road map, outlining the courses you plan to take to fulfill your degree requirements. It can help you keep track of the university and departmental requirements you have met, and which have yet to be fulfilled. Putting together the Program of Study can give you a general idea of when classes will be offered, as well as a sense of when you might complete your degree.

Who needs to sign

The Program of Study should be created in collaboration with your major professor(s) with input from your committee. All members of your committee, including your Graduate Council Representative (GCR) are required to sign the form before it is submitted to the department for review. After the department head signs, you are responsible for taking the form to the Graduate School to obtain their approval and signature.

Doctoral Students

When meeting with your graduate committee you should bring the Doctoral Program Meeting Checklist to accompany your Program of Study:

<https://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/docprgmtgchcklist-2020.pdf>.

Deadlines

MS and Dual Major MS Students

Submit the Program of Study within two (2) terms of enrollment, or before completing 18 hours of graduate credits*

PhD and Dual Major PhD Students

Submit the Program of Study within five (5) terms of enrolling in the program*

**May need to submit sooner if you would like to be considered for some forms of funding.*

Ethical Research Training Requirement

As part of the Graduate Learning Outcomes for all students across the University, the Graduate Council has determined that MS & PhD students should be able to conduct scholarly or professional activities in an ethical manner. WSE 542 – Scientific Methodology in Planning Research Projects satisfies this requirement.

Transfer Credits

The Program of Study can include graduate credits earned as an undergraduate (if in excess of the requirements for a baccalaureate degree), a post baccalaureate student, non-degree seeking student, or graduate student. Coursework taken at other institutions can also be listed, provided it meets the Graduate School's transfer credit policy:

<https://catalog.oregonstate.edu/college-departments/graduate-school/>.

Program of Study Form

The Program of Study form is available on the Graduate School website:
<https://gradschool.oregonstate.edu/current-students/program-study>

MS students: Use the [***General Master's***](#) form

Dual Major MS students: Use the [***Dual Major Master's Degree***](#) form

PhD students: Use the [***General PhD/EdD***](#) form

Dual Major PhD students: Use the [***Dual Major Doctoral Degree***](#) form

Students who are funded through a Graduate Assistantship through the Wood Science & Engineering department must identify Wood Science as their primary major.

How to Change Your Program of Study after Submission

The Program of Study is easily amended, in case courses are not offered or different courses are taken. It requires a simple form, the Petition for Change in Program of Study form, to be filled out by the student and signed by the student's major professor(s) and minor professor, if applicable: https://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/2022-08/petition_for_change_in_pos_08.2022.pdf.

Your Graduate Committee

The Graduate Advising Committee is principally responsible for ensuring that the student meets the requirements for the degree sought. As such, it maintains the standards of the Department, College and University. The committee also advises the student with respect to the study program. Individual members often provide guidance and advice on specific elements of the thesis research. All members ensure that a sound research plan is proposed. Your major professor serves as chair of meetings.

Major Professor

Each graduate student is assigned a major professor who will serve as their principal program and thesis advisor. Normally the major professor is identified during the application process. Although the specific relationship between a major professor and student will vary, all major professors are expected to:

- Help students determine interests and choose the course work that best matches their needs.
- Work with student and graduate advising committee to see that all departmental and University requirements are met.
- Provide specific suggestions on designing, carrying out and documenting thesis research, particularly at the MS level.
- Provide guidance or mentoring on career and personal decisions that impact professional development.

Courtesy and emeritus faculty in the Department of Wood Science and Engineering are allowed to serve as major advisors for MS and PhD students upon written approval of the Department Head. In the case of a courtesy or emeritus faculty serving as major advisor, a tenured or tenure-track Wood Science & Engineering faculty member must also serve on the student's committee.

Minor Professor

The minor professor is the member on your committee who represents your minor department or field. This person must be an approved Graduate Faculty member in this minor department/program. If you have an "integrated" minor, your minor professor cannot be from your major department/program but must be from one of the departments/programs represented by the courses in the minor.

Graduate Council Representative

A Graduate Council Representative (known as a GCR or Grad Rep) is required for all doctoral committees, all M.A.I.S. committees, and all master's degrees involving a thesis. Your GCR represents the OSU Graduate Council and ensures that all rules governing committee procedures are followed. Your GCR must be present at your formal exam(s), and will be responsible for some of the paperwork that the Graduate School requires. Per Graduate School guidelines, the GCR

will also lead your committee's roundtable discussion following your final oral exam. Your GCR must be a graduate faculty member outside your major and minor area.

The GCR is a full voting member of your graduate committee. Many students select a GCR who can also add disciplinary expertise. Select your GCR using the online GCR list generation tool and be sure to allow ample time for this selection process. If you run into difficulty finding a GCR to serve on your committee, you can re-generate the list until you find someone who is willing to serve.

GCR Generation Tool website: <https://gradschool.oregonstate.edu/gcr-generate>

Remote Participation Requirements

Your graduate committee guides your course work and research and serves as your final examining committee. It is generally expected that all committee members or approved substitutes must be present for all formal meetings with the student (e.g. final oral exams). If you have a special case in which a committee member may need to participate remotely, you and your committee must assure that all the conditions for remote participation are met.

- Advance agreement of the student and all committee members has been obtained;
- All participants join in with two-way audio and video connections; audio only connections must be approved by the major professor if the video connection is not possible. When the student is the remote participant, his or her connection must be an audio and video connection;
- Any visual aids or other materials have been distributed in advance to the remote participants;
- The committee members participate in the complete meeting, discussion, presentation, and evaluation; and
- The student is responsible for making remote arrangements.

Policy on Non-OSU Committee Membership

If the faculty member is not a member of the Graduate Faculty or is not approved for the role proposed, your major department/program will need to nominate the proposed member to act in those roles using the Nomination to Graduate Faculty form. Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

For information on graduate faculty nomination for the Wood Science graduate program, please contact the Graduate Program Coordinator.

Graduate School's Committee Membership & Roles website:
<https://gradschool.oregonstate.edu/current-students/graduate-committee>

Research Plan

All Wood Science graduate students, including dual majors, are required to prepare a written research plan or proposal with the guidance and direction of their major professor and graduate advisory committee. The research plan should allow flexibility, in case changes or developments occur during research.

The purpose of the research plan is to help students develop their hypothesis/hypotheses and to focus on the details of how they plan to approach their research topic. A proposal can bring to light issues with methodology, procedures, IRB approval, or scope of the research before the research begins. The proposal should be reviewed and approved by the committee before significant work on the topic is undertaken.

The plan will be presented to the committee for approval before the end of four terms in residence. Once approved by the student's graduate advisory committee, the plan and signed Research Plan form will be filed in the department office.

The research plan should include the following items:

- Background – why is this research topic important and where does it fit into the broader context of wood science and engineering?
- Literature review – a careful synthesis of existing knowledge relevant to the topic of the thesis/dissertation
- Research objectives/hypotheses – what specifically will your research explore and what are your preliminary hypotheses?
- Materials and Methods – how will you conduct the research, what sort of data will be collected and how (e.g., equipment to be used and timing), and how will you analyze the findings? Will your data collection involve human subjects and if so, what is the plan for obtaining IRB approval?

A student who does not submit their research plan after four terms will be considered to be making unsatisfactory progress, and as such, may have their assistantship terminated.

Research Plan Approval Form:

<https://mycof.forestry.oregonstate.edu/sites/default/files/wse/Research%20Plan%20Approval%20Form%2008012023.pdf>

Seminar Participation and Presentation(s)

All full-time students in the Wood Science graduate degree programs, including dual majors, are expected to register for and attend WSE 507, Section 2 (Graduate Seminar) each term that it is offered unless excused by the professor.

Required Presentation(s)

Students must be registered for WSE 507-2 during the term they present.

MS and dual major MS students must give at least one (1) Graduate Seminar presentation as a requirement for their degree.

PhD and dual major PhD students must give at least two (2) Graduate Seminar presentations as a requirement for their degree.

Definition of Satisfactory Academic Progress

Satisfactory progress toward completing a graduate degree in Wood Science is measured by the following four (4) criteria:

1. An annual written assessment showing adequate progress in coursework, research, and development of thesis/dissertation as evaluated by major professor
2. Maintaining a cumulative GPA of 3.00 or better for all courses taken as a graduate student
3. Successfully passing all relevant exams outlined by the program and Graduate School
4. Timely compliance* with all program requirements and Graduate School requirements for committee formation, committee meetings, project proposal, submission of forms and information, and participation in seminars and other activities expected of a graduate student in the Wood Science program

**Students with overdue program materials may not be eligible for certain funding opportunities at the Graduate School level.*

Assessing Satisfactory Academic Progress

Step 1:

Each year every student in the Wood Science graduate program, or employed as a graduate assistant by the Wood Science & Engineering department, will fill out the Annual Evaluation form.

The student is expected to note anticipated, in progress, and completed milestones for the program and to briefly summarize accomplishments and/or impediments since the last review and should address: (1) Research and thesis/dissertation, (2) Academics, (3) Professional development, (4) Service to department, college, or university, and (5) Goals for upcoming year.

Step 2:

The student will schedule a meeting with their major professor to perform the annual evaluation and discuss progress, accomplishments, and impediments. Participation from other graduate committee members may be requested by either the student or the major professor.

Step 3:

The major professor reviews the student's materials, makes comments if necessary, and signs the Annual Evaluation form. The major professor may document their assessment of the student's progress in writing for inclusion in the evaluation, but this is optional.

The student signs the form and turns in the Annual Evaluation to the WSE department office for inclusion in the student's academic file in the department.

This document must be on file before the beginning of Fall term or before a renewal of assistantship appointment will be given to the student. **August 15th** is deadline for submission of the evaluation to the department, specifically submit to allison.culver@oregonstate.edu

Step 4:

If the student is not satisfactorily progressing, the student will need to work with the major professor to develop an action plan containing measurable milestones and dates for measuring student academic progress over the course of the year. The plan will be submitted and reviewed by the Department Head and placed in the student's academic file in the department.

MS Annual SAP Evaluation Form:

<https://mycof.forestry.oregonstate.edu/sites/default/files/wse/MS%20Satisfactory%20Academic%20Progress%20Evaluation%2008012023.pdf>

PhD Annual SAP Evaluation Form:

<https://mycof.forestry.oregonstate.edu/sites/default/files/wse/PhD%20Satisfactory%20Academic%20Progress%20Evaluation%2008012023.pdf>

Final Exam

A final oral examination is required of all students. The exam includes a presentation of the thesis or dissertation and then a comprehensive examination covering the thesis/dissertation and course work.

This examination should be scheduled for a minimum of two hours; however, three hours is preferred. The examining committee is the student's graduate advisory committee. The major professor chairs the examination and the GCR chairs the evaluation of the student's performance.

Announcement

The time and place of the final examination must be announced in advance to the WSE department.

Examination

There are two parts to the examination: the public presentation and the closed-door committee examination.

Public Presentation

The first part of the examination is the thesis presentation. This seminar-style presentation is open to anyone, and it should target a lay audience.

The presentation should last no longer than one hour; typically, the presentation will last 30 minutes with an additional 15 minutes for questions from the public. At the end of

the presentation the non-committee attendees are dismissed, and the session becomes a closed examination for the student and committee.

Closed-Door Examination

Once non-committee attendees are dismissed the committee will continue with the examination of the candidate's course work, or questions relating the course work to the student's research. During this examination the candidate is expected to defend their thesis and to demonstrate satisfactory knowledge of wood science and associated fields.

All members, including the GCR, are expected and encouraged to participate in examining the student. No committee member should be allowed to monopolize the examination, and the student must be given an adequate and fair opportunity to respond to the questions.

At the conclusion of the examination the committee decides if the student has passed or failed. If two or more negative votes are recorded by the examining committee, the candidate will have failed the final oral examination. No more than two re-examinations are permitted by the Graduate School, although academic units may allow fewer than two re-examinations.

Final Exam Rubric

MS & PhD students, including dual majors, will be evaluated on a set of criteria in the form of a final exam rubric during the final examination. The final exam rubric is specific to the degree, and measures if students have met, not met, or exceeded expectations of the following guidance points:

1. Problem Definition
2. Literature and Previous Work
3. Impact of Proposed Research
4. Solution Plan
5. Results
6. Quality of Written and Oral Communication
7. Critical Thinking
8. Broader Impact
9. Publications
10. Ethics (Ethical Research Training requirement fulfilled)

Students are expected to bring copies of the evaluation rubric to their final defense; hard copies will be placed in the student's mailbox and sent electronically to the student and major professor.

MS Final Exam Rubric:

<https://mycof.forestry.oregonstate.edu/sites/default/files/wse/MS%20Exam%20Rubric%2008012023.pdf>

PhD Final Exam Rubric:

<https://mycof.forestry.oregonstate.edu/sites/default/files/wse/PhD%20Final%20Exam%20Rubric%2008012023.pdf>

MS and Dual Major MS Students Section

Coursework Requirements for Master of Science (M.S.) Students

Master of Science in Wood Science

Major Courses	Credits
WSE 503 - Thesis	6-12 credits
WSE 507-1* - Beginning Seminar	1 credit
WSE 507-2 - Seminar	1 credit
WSE 540 – Intro to Wood Science & Engineering	2 credits
WSE 541 – Wood Structure	3 credits
WSE 542 – Scientific Methodology in Planning Research Projects	2 credits
Electives**	6 credits
Group 1	
WSE 543, WSE 544, WSE 545	
Group 2	
WSE 546, WSE 547, WSE 548	
Additional approved courses***	9-11 credits

Minor Courses

Minor Courses	Credits
5XX/6XX level courses^	15+ credits
^Approved by the minor department	

Total credits for M.S.: 45+ credits

Dual Major Master of Science in Wood Science

Wood Science Requirements	Credits
WSE 503 - Thesis	6 credits
WSE 507-1* - Beginning Seminar	1 credit
WSE 507-2 - Seminar	1 credit
WSE 540 – Intro to Wood Science & Engineering	2 credits
WSE 541 – Wood Structure	3 credits
WSE 542 – Scientific Methodology in Planning Research Projects	2 credits
Electives**	6 credits
Group 1	
WSE 543, WSE 544, WSE 545	
Group 2	
WSE 546, WSE 547, WSE 548	
Additional approved courses***	9-11 credits

Wood Science Total Credits: 30+ credits

Second Major Requirements

Second Major Requirements	Credits
5XX/6XX level courses in 2 nd major^	Varies
^Check with second major department	

Second Major Total Credits: 30+ credits

Total credits for a dual major M.S.: 60+ credits

* Required to take beginning seminar during your 1st year

**Select a minimum of 3 courses from the Electives section and at least 1 course from each group

***Select at least one additional WSE course and then any 500-600 level courses

General Requirements

General University requirements are outlined in the Graduate School's website:

<https://gradschool.oregonstate.edu/current-students#completion>

Students seeking a dual major MS should see review the Graduate School's Guidelines for Dual Major Master's Degrees: <https://gradschool.oregonstate.edu/progress/earning-concurrent-degrees-or-pursuing-dual-major#dual-masters>.

M.S. Graduate Committee

The MS student's committee is composed of at least four (4) members: the major professor, the minor professor, a departmental representative, and a Graduate Council Representative (GCR).

Dual major MS students shall have one committee which is typically composed of five (5) members:

- 1) The major professor from the Wood Science major
- 2) The major professor from the second major department
- 3) One representative from the Wood Science department
- 4) One representative from the second major department
- 5) A Graduate Council Representative (GCR)

Dual major MS students have the option of one or two major professors. If one major professor is selected, then the professor must be approved to supervise master's thesis in both of the major fields

The Wood Science departmental representative is selected from the Wood Science & Engineering faculty by the major professor and the student. This representative is a permanent member of the student's faculty advisory committee and has responsibility for ensuring that departmental requirements are met. They are involved in planning the course program and topic of the thesis, ensuring that departmental requirements are met, and that a fair balance of questions on all course work in the student's program are raised at the examination.

Thesis Requirements

The student must produce a satisfactory thesis on their research. The thesis must be approved by the student's graduate advisory committee and must meet Graduate School requirements.

Performance Requirements

Students are expected to maintain a 3.0 grade point average and to be satisfactorily progressing toward degree completion.

Students shall be evaluated annually by their major professor and/or committee on their progress toward completing the degree program. A written copy will be filed in the departmental office. For students employed as GRAs/GTAs, this evaluation will normally be done prior to reappointment. The major professor and/or committee may require more frequent evaluations and additional means of assessing performance and ability.

Department Requirements

For an overview of what your graduate career may look like, please refer to the [MS Program Checklist](#).

The checklist provides departmental and university milestones that are expected, suggested deadlines, and links to relevant forms and policies to help you complete the program.

How to transfer from the MS program to the PhD program

If you are interested in pursuing a PhD in Wood Science, after completing the requirements for the Master's in Wood Science, please consult with your major professor first. If they are on board there are a form to fill out.

Moving to the PhD program does not necessarily require a new application and fee, however, if there is more than a term lapsed in between when you finish your MS and when you plan to begin your PhD you will likely need to reapply. Please consult the Graduate Program Coordinator to determine if you will need to reapply or are eligible to fill out an abbreviated form.

The term before you plan to defend please fill out the Change of Degree form with the Graduate School:
<https://gradschool.oregonstate.edu/formlink/14696>

The Graduate School will notify you if the change from MS to PhD was approved.

PhD & Dual Major PhD Students Section

Coursework Requirements for Doctoral (PhD) Students

Ph.D. in Wood Science	
Major Courses	Credits
WSE 603 – Thesis	36+ credits
WSE 607-1* - Beginning Seminar	1 credit
WSE 607-2 - Graduate Seminar	2 credits
WSE 540 – Intro to Wood Science & Engineering	2 credits
WSE 541 – Wood Structure	3 credits
WSE 542 - Scientific Methodology in Planning Research Projects	2 credits
Electives**	8 credits
Group 1	
WSE 543, WSE 544, WSE 545	
Group 2	
WSE 546, WSE 547, WSE 548	
Additional approved courses***	40+ credits
Minor Courses	Credits
5XX/6XX level courses^	18+ credits
^Approved by the minor department	
Total credits in Ph.D.:	112+ credits

Dual Major Ph.D. in Wood Science	
Wood Science Major Requirements	Credits
WSE 603 – Thesis	18+ credits
WSE 607-1* - Beginning Seminar	1 credit
WSE 607-2 - Graduate Seminar	2 credits
WSE 540 – Intro to Wood Science & Engineering	2 credits
WSE 541 – Wood Structure	3 credits
WSE 542 - Scientific Methodology in Planning Research Projects	2 credits
Electives**	8 credits
Group 1	
WSE 543, WSE 544, WSE 545	
Group 2	
WSE 546, WSE 547, WSE 548	
Additional approved courses***	18+ credits
Wood Science Major Total Credits:	54+ credits
Second Major Requirements	Credits
5XX/6XX level courses in 2 nd major^	Varies
^Check with second major department	
Second Major Total Credits:	54+ credits
Total credits in dual major Ph.D.:	108+ credits

* Required to take beginning seminar during your 1st year

**Select a minimum of 4 courses from the Electives section and at least 2 courses from each group

***Select at least one additional WSE course and then any 500-600 level courses

General Requirements for Ph.D. and Dual Major Ph.D.

General University requirements are outlined in the Graduate School's website:

<https://gradschool.oregonstate.edu/current-students#completion>

Students seeking a dual major PhD should see review the Graduate School's Guidelines for Dual and Second Ph.D. Degrees: <https://gradschool.oregonstate.edu/current-students/earning-concurrent-degrees-or-pursuing-dual-major#dual-phd>

Ph.D. Graduate Committee

The PhD student's committee is composed of at least five (5) members:

- 1) The major professor
- 2) The minor professor
- 3) A departmental representative
- 4) A member from graduate faculty at-large
- 5) A Graduate Council Representative (GCR).

Dual major PhD students shall have one committee which is typically composed of five (5) members:

- 1) The major professor from the Wood Science major
- 2) The major professor from the second major department
- 3) One representative from the Wood Science department
- 4) One representative from the second major department
- 5) A Graduate Council Representative (GCR).

Dual major PhD students have the option of one or two major professors. If one major professor is selected, then the professor must be approved to direct doctoral theses in both of the major fields

The Wood Science departmental representative is selected from the Wood Science & Engineering faculty by the major professor and the student. This representative is a permanent member of the student's faculty advisory committee and has responsibility for ensuring that departmental requirements are met. They are involved in planning the course program and topic of the thesis, ensuring that departmental requirements are met, and that a fair balance of questions on all course work in the student's program are raised at the examination.

Dissertation Requirements

The student must produce a satisfactory dissertation based on their research. The dissertation must show evidence of originality and a real contribution to knowledge in the major field(s). The dissertation must be approved by the student's graduate advisory committee, be satisfactory to both major departments, and meet the Graduate School requirements.

Performance Requirements

Students are expected to maintain a 3.0 grade point average and to be satisfactorily progressing toward degree completion.

Students shall be evaluated annually by their major professor and/or committee on their progress toward completing the degree program. A written copy will be filed in the departmental office. For students employed as GRAs/GTAs, this evaluation will normally be done prior to reappointment. The major professor and/or committee may require more frequent evaluations and additional means of assessing performance and ability.

Department Requirements

The department requires that Ph.D. students meet specific requirements:

- A level of work consistent with the degree
- A maximum of 15 blanket credits, excluding thesis credits (*Blanket credits have a 0 in the middle, i.e. WSE 607*).
- Three years of full-time residence of our graduate program
- Minimum of 36 credits of graduate work in residence
- Transfer courses must have a grade of B or better
- All other, non-conflicting rules and requirements governing the Ph.D. apply

For an overview of what your graduate career may look like, please refer to the [PhD Program Checklist](#).

The checklist provides departmental and university milestones that are expected, suggested deadlines, and links to relevant forms and policies to help you complete the program.

Examinations

All Wood Science PhD and dual major PhD students are required to pass both a preliminary and a final examination. The objectives of these examinations are to evaluate a candidate's understanding of fundamental subject matter in wood science and technology, and associated basic principles in their specialized area. The exams test the student's ability to recall, interpret, and use facts and ideas to communicate answers and to think critically, logically, and originally.

Preliminary Exam

The preliminary exam evaluates the student's knowledge and understanding of topics within their area of specialty. This exam has both written and oral portions. The written exam must be passed before the oral exam is administered. The major professor, in consultation with the student's graduate committee, may choose either a traditional written exam or development of a research proposal.

Portion One (Written) - Written Exam Option #1

The traditional written exam will consist of a series of questions developed by the doctoral committee. The student is given a specific time limit to complete the exam and return the responses to the major professor. The major professor will distribute all questions and student responses to the entire committee. Each committee member evaluates the specific questions they posed and then responds to the major professor with either pass or fail.

Students do not pass the written exam with more than one vote of fail.

Portion One (Written) - Research Proposal Option #2

The development of a research proposal option may be chosen if there is evidence that the student has mastered the basics of wood science and their core area, has shown maturity in intellectual development, is planning a career that will involve numerous

proposals, and has little experience with proposal writing. The major professor, in consultation with the doctoral committee, will select a topic for which the student will develop a research proposal. Any topic in wood science may be selected as long as it is not closely related to the research area that the student has selected for their dissertation or for a previous degree. At the discretion of the major professor, the student may be offered a list of potential topics developed by the doctoral committee from which one may be selected by the student, or the student may be asked to submit a list of potential topics from which the committee will pick one.

The proposal assignment will be given in writing and will include the topic, instructions about limitations on the use of outside resources (e.g., internet, discussions with other people, editing/writing help, etc.), document preparation guidelines such as length limitations and format, scope of what the proposal should include (e.g., background, objectives, project description, timeline, references, budget, budget justification, layperson summary, and other criteria), and any specific guidance on budget assumptions, equipment availability, etc.

The student will be given a time limit for writing the proposal that usually will range from 2 to 4 weeks. The proposal will be delivered to the entire doctoral committee. Each committee member independently evaluates the proposal and responds to the major professor with either a pass or fail. Students pass the written exam with no more than one failing vote.

Portion Two (Oral)

After satisfactory completion of the written exam, the oral preliminary examination is given by the student's doctoral committee. Graduate School regulations dictate procedures for ascertaining the successful or unsuccessful completion of the oral preliminary examination and subsequent advancement of the student to Ph.D. candidate status.

The oral examination will be given by the student's doctoral committee, typically within 3 weeks after the student has passed the written portion. It should be scheduled for a 3-hour period. The oral exam will not be combined with other committee business, as to ensure that the committee and student are focused on the exam itself. Students should review core disciplinary materials in advance and may talk to committee members about potential areas of questioning. The committee judges whether the student has passed the exam and is advanced to candidate status following the requirements in the OSU Graduate Catalog.

Final Exam

A final oral examination is required of all students. The exam includes a presentation of the dissertation and then a comprehensive examination covering the thesis and course work, including major and minor fields.

This examination should be scheduled for a minimum of two hours; however, three hours is preferred. The examining committee is the student's graduate advisory committee. The major

professor chairs the examination and the GCR chairs the evaluation of the student's performance.

More information on the final exam is provided in the “Program Guidelines and Degree Requirements for all Wood Science Students” section.

The PhD Final Exam Rubric is available at:

<https://mycof.forestry.oregonstate.edu/sites/default/files/wse/PhD%20Final%20Exam%20Rubric%2008012023.pdf>

Student Travel

Traveling to present at conferences and attending meetings for organizations is an important part of your professional development in graduate school.

Before planning any travel, you should check with your major professor to see if they have funds available for you to attend a conference, and if so, how much they are able to contribute.

If your major professor is able to financially support your travel we can direct bill certain items in order to help you save money. We can direct bill airfare, conference registration fees, and car rental, motor pool rental, or Groome Transportation Shuttle to the airport.

Travel is only reimbursable after you have returned from your trip.

Travel Booking

OSU's travel management company is [Corporate Travel Planners](#) (CTP)

Airfare

Airfare for trips related to research or for conference attendance can be purchased directly by OSU, with no cost out of pocket to you. Please speak with your major professor for an index on which to charge the airfare costs.

Per-Diem

Per-diem is the amount you are allowed to claim for meals and tips (including taxi and concierge tips). The per-diem rates for specific locations are provided in the links below; per-diem is split 25% breakfast, 25% lunch, and 50% dinner. If meals are provided you are not allowed to claim per-diem for that meal.

For how to claim travel allowances in Concur – tips can be found here:

https://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/Baff/Travel/tips_perdiemv2.pdf

Per-diem rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

University Vehicle Use (Motor Pool)

OSU has Motor Pool vehicles available to faculty, staff, and students who are traveling on official business for the University; this may include field visits, field trips, or attending conferences. To be eligible to rent a university vehicle and/or drive a university vehicle, all drivers must submit a Driver's Authorization form and follow University Vehicle Policy.

If you will be driving a 12-person van, you are required to go through Van Safety training by watching a video and passing the Van Safety test. The Van Safety video and test are available at:

<https://transportation.oregonstate.edu/motorpool/van-safety>

Driver authorization form:

https://apps.motorpool.oregonstate.edu/apps/motorpool/external/authorization_form.cfm

University Vehicle Policy: <https://policy.oregonstate.edu/policy/vehicle-use-university-business>

Traveling Abroad

As a graduate student in our program you may have the opportunity to travel internationally for conferences, for research, or to study abroad.

Oregon State University **requires** all travelers to submit a pre-trip request in Concur prior to departure when traveling internationally for OSU business. Oregon State University recognizes that international travel experiences are integral to students experiential learning. International travel can pose unique risks to travelers and the University. Students are required to adhere to OSU's International Travel Policy to mitigate these risks.

Information about the student international travel process can be found here: <https://fa.oregonstate.edu/controllers-unit/travel-and-expense/student-international-travel>

OSU **strongly recommends** you leave contact information with your office manager, supervisor, or unit manager **and** register with the U.S. Department of State - Smart Traveler Enrollment Program (STEP). This free service allows the Department of State to assist you in case of an emergency. You will receive important information from the Embassy about safety conditions; they can contact you in an emergency, whether natural disaster, civil unrest, or family emergency; and they can help family and friends get in touch with you in an emergency.

To register for the Smart Traveler Enrollment Program (STEP) through the U.S. Department of State, please visit: <https://step.state.gov/step/>.

Concur

Concur is the travel and expense management system that is used at OSU. It allows to book flights, hotels, and other travel arrangements and submit expense receipts for travel reports or reimbursements.

Employees can access Concur through their [My Oregon State Dashboard](#). Search for “Concur” under the resources section. Click the heart icon to add it to your Favorites.

Direct Login: <https://www.concursolutions.com/home.asp>

Concur tip sheets: <https://fa.oregonstate.edu/controllers-unit/travel-and-expense/tip-sheets>

Non-employees cannot use Concur. Complete the [Non-Employee Travel Reimbursement Request Form](#) and submit it to travel@oregonstate.edu.

[2023 OSU Travel Reference Guide for Non-Employees](#) - effective 1/1/23-12/31/23

Registration, Grade, and Course Load Policies for Graduate Students

Registration

The OSU Schedule of Classes is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The online catalog is the source for up-to-date changes for the current and immediately upcoming term. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or S/U grading are resolved through the petition for late change in registration filed with the Graduate School. A late registration fee may be applied.

Students are responsible for staying current on registration requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's).

Graduate Research Assistants and Teaching Assistants are responsible for registration requirements of maintaining a minimum of twelve (12) graduate credit hours toward your degree program throughout the appointment period during the academic year, and a minimum of three (3) graduate credit hours towards your degree program during the summer term.

Online catalog of classes:

<https://classes.oregonstate.edu/>

Petition for Late Change of Registration: <https://registrar.oregonstate.edu/late-change-registration>

Grades Requirement

A grade-point average of 3.00 (a B average) is required: 1) for all courses taken as a degree-seeking graduate student, and 2) for courses included in the graduate degree or graduate certificate program of study. Grades below C (2.00) cannot be used on a graduate program of study. A grade-point average of 3.00 is required before the final oral or written exam may be undertaken. Enforced graduate-level prerequisite courses must be completed with a minimum grade of C.

Incomplete Grades

An "I" (incomplete) grade is granted only at the discretion of the instructor. The incomplete that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults at the end of the specified time period. The time allocated to complete the required tasks for the course may be extended by petition to the University Academic Requirements Committee. You can obtain the form from the Registrar's Office. It is the student's responsibility to see that "I" grades are removed within the allotted time. OSU Catalog, Section AR 17:

<https://catalog.oregonstate.edu/regulations/>

Minimum Course Loads

Course load requirements for graduate students are established by the Registrar and the Graduate School. You are considered a “full-time” graduate student if you are registered for 9–16 credits in a given academic term. If you register for more than 12 credits, please have a conversation with major professor as there are cost implications. Before registering for an Ecampus course, have a conversation with your major professor. There are also cost implications for this. You are considered a “part-time” graduate student if you have less than nine credits. If you are a degree-seeking student, you must be registered for a minimum of three graduate credits in any term you wish to be enrolled and access university resources, including the term of the final defense.

Students are responsible for staying current on course load requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran’s).

Enrollment and Leave Policies

Continuous Graduate Enrollment Policy

All graduate students enrolled in a degree program must register continuously for a minimum of 3 graduate credits each term (fall, winter, and spring terms) until all degree requirements are met, regardless of student's location. Students on approved leave are exempt from the continuous enrollment policy for the term(s) they are on leave.

Graduate students who use facilities or faculty/staff time during summer session are required to register for a minimum of 3 credits during the summer session. Students defending in the summer term are required to register for a minimum of 3 graduate credits.

Students may appeal the provisions of the continuous graduate enrollment policy if extraordinary circumstances arise by submitting a detailed request in writing to the Dean of the Graduate School. Scheduling difficulties related to the preliminary oral exam or the final oral exam are not considered an extraordinary circumstance.

Graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student's responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

NOTE: Students who are pursuing a certificate only are not subject to the continuous enrollment policy.

Continuous Graduate Enrollment Policy in OSU Catalog:

<https://catalog.oregonstate.edu/college-departments/graduate-school/>

Leave of Absence

Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. The time the student spends on approved leave will be included in any time limits prescribed by the university relevant to degree completion. A completed [Leave of Absence Form](#) (with signatures) must be received by the Graduate School at least two weeks prior to the first day of the term involved.

Students on approved leave may not a) use any university facilities, b) make demands upon faculty time, c) receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University. [Family Medical Leave \(FML\)](#) may be granted at any point during a term. [FML forms](#) and inquiries should be directed to FMLA@oregonstate.edu.

NOTE: Students who are pursuing a certificate only are not subject to the Leave of Absence Policy.

Unauthorized Break in Registration

Degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University.

To have graduate standing reinstated after an unauthorized break, students are required to reapply to their program (complete the online graduate admission application, pay the application fee, and may be required to register for three graduate credits for each term of unauthorized break in registration). It is advisable that students in this situation state that they are applying for readmission in the application packet. A reapplication does not ensure admittance to the program.

Student Conduct and Grievances Policies

Student Conduct and Community Standards

Graduate students enrolled at Oregon State University are expected to conform to basic regulations and policies developed to govern the behavior of students as members of the university community. The Office of Student Conduct and Community Standards (SCCS) is the central coordinating office for student conduct-related matters at Oregon State University.

Choosing to join the Oregon State University community obligates each member to a code of responsible behavior which is outlined in the Student Conduct Code. The assumption upon which this Code is based is that all persons must treat one another with dignity and respect in order for scholarship to thrive.

Violations of the regulations subject a student to appropriate disciplinary action.

Student Conduct Code:

https://studentlife.oregonstate.edu/sites/studentlife.oregonstate.edu/files/student-conduct-community-standards/Code/code_of_conduct_83-2_compressed.pdf

Grievances

All students desiring to appeal matters relating to their graduate degree should follow the Grievance Procedures for Graduate Students. Graduate assistants, whose terms and conditions of employment are prescribed by the collective bargaining agreement between OSU and the Coalition of Graduate Employees, American Federation of Teachers Local 6069, should also refer to that document and seek guidance from OSU's Office of Human Resources.

Grievance procedures for graduate students are outlined at:

<https://gradschool.oregonstate.edu/current-students/grievance-procedures>

Appeal Order

If you experience issues or have complaints, you should first speak with your major professor(s). If the issue cannot be resolved between you and your major professor(s), then the Graduate Affairs & Assessment Committee Chair and/or the Department Head should be the next people you approach. If they are unable to resolve the issue or complaint, the grievance will be referred to the college dean or the graduate dean, depending on the issue.

Resources

Several resources are available on and off campus

- Ombuds Office – <http://ombuds.oregonstate.edu>

The Ombuds Office promotes a civil and inclusive campus community by providing informal, impartial, and confidential* conflict management services to all members of the university community. They will listen to your concerns, value diverse perspectives, help you explore options for resolution, provide facilitation or mediation services when appropriate, and remain impartial to all parties involved. *It is recommended that you contact them via phone or in-person.*

- Office of Equal Opportunity and Access - <http://eo.oregonstate.edu/>

The OSU Office of Equal Opportunity and Access defines sexual harassment as the following:

- Unwelcome* sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or education-related decisions affecting such an individual; or
- Such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person of that individual's status.

**Employee conduct directed towards a student – whether unwelcome or welcome – can constitute sexual harassment under OAR.*

There are two confidential resources to discuss reporting options: Center for Advocacy, Prevention & Education (CAPE) at 541-737-2030 and Center Against Rape and Domestic Violence (CARDV) provides 24/7 confidential crisis response at 541-754-0110 or 800-927-0197

- Office of Advocacy - <http://asosu.oregonstate.edu/asosu/advocacy>

The Office of Advocacy, through ASOSU, provides advice and guidance to students who have a dispute within the university setting. The office can assist you with issues surrounding: academic dishonesty, financial aid, privacy, student conduct, tuition/fees/business, on-campus disputes with OSU Security Offices/Oregon State Policed, faculty misconduct, grade appeals, parking, residency appeals, student health insurance, University Housing & Dining Services/The Gem, and INTO OSU. Services are free to students and are funded by student incidental fees.

- Coalition of Graduate Employees (CGE):
<http://cge6069.org/resources/grievances/>

Deadlines and Student Records

Deadlines related to Program of Study, Exam Paperwork, etc.

The minimum deadlines as defined by the Graduate School are outlined at:

<https://gradschool.oregonstate.edu/current-students>. Programs can require a more rigorous set of deadlines. Students are expected to check with their program and the Graduate School regarding specific deadlines unique to the term and academic year they plan to complete their degree requirements.

Student Records

Both federal and state laws permit Oregon State University staff to release directory information (e.g. name, address, degree program, birth date) to the general public without your consent. You can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar's Office. It will not prohibit the release of directory information to entities of Oregon State University that have a "need to know" to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University.

Confidentiality Request form: <https://registrar.oregonstate.edu/access-to-your-records>

College of Forestry Policies

Professional Conduct in the College of Forestry

College of Forestry students are expected to conduct themselves in a manner that is honest, civil, courteous, and responsible and to foster a learning environment and to practice behavior that is acceptable in the professional workplace.

The College of Forestry is a community of faculty, staff, students, and visitors that stretches across all spectrums. Every member of the College community is responsible for conduct that creates, promotes, and maintains a learning and work environment that is open to and welcomes all persons. As a community, we embrace each member through the acknowledgement, honoring, and celebration of our commonalities and our differences.

The foundation for maintaining this environment requires that all persons must treat all others with dignity and respect at all times. The College fully supports the mission and goals of Oregon State University and affirms its support of the University policy against discrimination (available through the Office of Equal Opportunity and Access: <http://eoa.oregonstate.edu>, as well as the University's policies on honesty and ethics.

College of Forestry students are expected to conduct themselves in a manner that is honest, civil, courteous, and responsible and to foster a learning environment and to practice behavior that is acceptable in the professional workplace.

Forestry students will use only authorized sources of information in completing their exams and assignments, will honestly report all sources (and references) for work submitted, and will not assist others in using unauthorized sources or in misrepresenting the sources they use. (Copying from others' exams, submitting dry-lab data, and plagiarism are example violations.)

Forestry students will participate in classroom, lab, or field activities, and participate in groups with whomever one is assigned. Students and instructors will be respectful of the dignity and diversity of individuals, and strive to build constructive relationships with other students and instructors. Students will avoid disruptive and discourteous behavior; such as coming to class late, talking at inappropriate times, reading newspapers in class, using cell phones, or monopolizing class time. Students and instructors will make safety a priority in class and field activities, and will always use/operate equipment (including vehicles and tools) in a safe and legal manner. During class activities*, students, faculty, and staff will completely abstain from the consumption of illegal drugs and alcohol, and be free from their influence. During other COF-sponsored activities**, students, faculty, and staff of legal drinking age will act responsibly and moderately when consuming alcohol.

Conduct Violations

Violations of acceptable conduct not only affect the persons directly involved, but the community as well. Our goal is to first treat violations through education where effective. However, the College treats all violations as serious and will follow with disciplinary actions where necessary. All violations of the drug and alcohol rule must be reported and will be enforced. The College adheres to University policies and procedures as established and administered by the OSU Office of the Dean of Student Life – Student Conduct and Community Standards: <http://studentlife.oregonstate.edu/studentconduct>.

Graduate Student Advising

College of Forestry, Admin Memo #250, 1995

https://www.forestry.oregonstate.edu/sites/default/files/upload_files/AdminMemo250.pdf

It is the policy of the College of Forestry that an effective system of advising be maintained by departments to support graduate students throughout their programs. Generally, primary responsibility for advising will rest with a student's major professor and his/her advisory committee, although informal advising and mentoring is expected of all faculty towards students. The objectives of the graduate advising program are:

1. To provide a resource for students seeking information about the College's various graduate programs and their requirements, application procedures, and funding sources.
2. To foster a mentoring environment that promotes intellectual development and academic excellence in the student.
3. To designate a major professor for each admitted student in line with the student's stated academic and professional interests.
4. To assist students to define their program in terms of coursework, professional paper or research, and establish an advisory committee in line with university and departmental requirements and procedures.
5. To provide specific suggestions on designing and carrying out projects, professional work, and/or thesis research.
6. To monitor each student's progress to facilitate timely and satisfactory completion of degree requirements.
7. To assist students to find sources of funding, such as fellowships, assistantships and other sources of support.
8. To alert students to professional development and job opportunities, and assist the College in nominating top students for awards, fellowships, and other honors.
9. Upon request from the student, to provide a referral to sources of assistance for personal, financial, or professional problems.

Responsibilities of the Major Professor

In all graduate degree programs, the major professor, along with the student's advisory committee, has primary responsibility for guiding and preparing the student, and helping the student establish and coordinate a graduate program in accordance with university and departmental guidelines. The major professor needs to be reasonably available for student counseling and respond in a timely manner to requests for review of oral presentations and written materials. In the case of students hired on an assistantship, the major professor generally acts as the supervisor outlining the job requirements and evaluating the student's work performance for the department.

Responsibilities of the Department

Each department within the College of Forestry is responsible for:

1. Recruitment and admissions processes, including assistantship and other offers made to students interested in their graduate programs. Admissions are done in conjunction with the Graduate School.
2. Designation of a major professor in line with a student's academic and professional interests.
3. Orientation of the student to the department and the College.
4. Review and evaluation of student progress, and maintenance of departmental records for each graduate student.
5. Nomination of students for sources of funding, such as College and University fellowships, awards, and travel grants.
6. In the case of those students hired as graduate assistants, informing students of the terms and conditions of employment, with prompt notice if either work or academic performance is inadequate for continuation, or if funds are insufficient for support throughout the duration of their degree programs.

Responsibilities of the College

The College of Forestry promotes graduate programs in the College through the following activities:

1. General graduate student recruiting, advertising, and counseling and referral of undergraduate and post-baccalaureate students seeking information about graduate programs.
2. Development and administration of a College fellowship program.
3. Development and administration of funds for graduate student travel and enrichment experiences.
4. Posting of jobs for those with graduate degrees.

Inclusion of graduate students in all-College functions, awards ceremonies, publicity materials, seminars and continuing education events.

Appendix A: Academic & Support Resources

Department of Wood Science & Engineering: <http://woodscience.oregonstate.edu>

- Resources for Faculty, Staff, & Students:
<https://mycof.forestry.oregonstate.edu/mywse#overlay-context=mywse>

College of Forestry: <http://forestry.oregonstate.edu>

- Graduate Fellowships: <http://www.forestry.oregonstate.edu/graduate-programs/funding>
- Western Forestry Graduate Research Symposium: <http://gradsymp.forestry.oregonstate.edu>
- Food Pantry (Rootstock): <https://www.forestry.oregonstate.edu/rootstock>

Graduate School: <http://gradschool.oregonstate.edu>

- Graduate School Fellowships and Scholarships: <http://gradschool.oregonstate.edu/awards>
- Forms: <http://gradschool.oregonstate.edu/forms>
- Academic Deadlines for Master's & Doctoral Students:
<http://gradschool.oregonstate.edu/progress/deadlines>
- Guidelines for Dual Major **MS** Students: <https://gradschool.oregonstate.edu/progress/earning-concurrent-degrees-or-pursuing-dual-major#dual-masters>
- Guidelines for Dual Major **Doctoral** Students:
<https://gradschool.oregonstate.edu/progress/earning-concurrent-degrees-or-pursuing-dual-major#dual-phd>
- Graduate Catalog: <https://catalog.oregonstate.edu/college-departments/graduate-school>
- Graduate Student Success: <https://gradschool.oregonstate.edu/current-students#resources>

OSU offers a wide array of academic and support resources designed to meet graduate student needs. Some of the more commonly used resources are included below. For a more complete list, please visit the [Graduate School's Student Resources](#) page.

Anytime, Anywhere // Website: <https://counseling.oregonstate.edu/anytimeanywhere>
Free mental health and wellness counseling, 24/7 support

Basic Needs Center (BNC) // Website: <https://studentlife.oregonstate.edu/bnc>
Food pantry, housing, food stamp assistance, laundry services, textbook lending program

Campus Safety // Website: <https://publicsafety.oregonstate.edu/>
Emergency phone numbers, university alerts

Career Development Center // Website: <https://career.oregonstate.edu/>
Resume/CV, networking, job search strategies

Center for Advocacy, Prevention & Education (CAPE) //
Website: <https://cape.oregonstate.edu/>
Survivor advocacy, prevention services and workshops

Counseling and Psychological Services (CAPS) //

Website: <https://counseling.oregonstate.edu/>

Individual counseling, support & therapy groups

Cultural Resource Centers // website: <https://dce.oregonstate.edu/cultural-resource-centers>

Cultural based community centers, social support

Disability Access Services (DAS) // Website: <https://ds.oregonstate.edu/>

Academic accommodations, education, consultation and advocacy

Equal Opportunity and Access (EOA) // Website: <https://eoa.oregonstate.edu/>

Employment accommodations, discrimination or bias response

Family Resource Center // Website: <https://familyresources.oregonstate.edu/>

University child care centers, child care assistance, family resources, kid's gift closet

Graduate School Finance // Website: <https://gradschool.oregonstate.edu/finance>

Funding options and information, graduate awards

Graduate Student Commons // Website: <https://beav.es/gradcommons>

Reserve meeting/study rooms, long-term laptop loans, statistical consulting

Graduate Writing Center //

Website: <http://writingcenter.oregonstate.edu/graduate-writing-center>

1:1 writing coaching, thesis/dissertation support, graduate writing groups

Media Hub // Website: <https://is.oregonstate.edu/media-hub>

Poster printing, equipment and laptop loans

Office of International Services (OIS) // Website: <https://international.oregonstate.edu/ois>

Visa and immigration advising

Ombuds Conflict Management Services // Website: <https://ombuds.oregonstate.edu/>

Informal, impartial conflict resolution advising

Recreational Sports // Website: <https://recsports.oregonstate.edu/>

Dixon Recreation Center, intramural sports

Statistics Consulting //

Website: <https://stat.oregonstate.edu/content/student-consulting-services>

Graduate student research statistical advising (outside of College of Forestry)

Student Health Services (SHS) // Website: <https://studenthealth.oregonstate.edu/>

Clinic and pharmacy

Transportation Services // Website: <https://transportation.oregonstate.edu/>

Parking permits, bike, Beaver Bus, SafeRide, Motor Pool

Valley Library // Website: <https://library.oregonstate.edu/>

Reference and research assistance, study spaces, research tools