

Department of Wood Science & Engineering

PhD Program Checklist

STARTING OUT

What to do	When to do it	Is it done?
Attend Fall orientation (even if you were admitted in summer, winter or spring)	Within 1 st year in the program	<input type="checkbox"/>
Seek advice from Major Professor and register for courses	Before registration opens each term	<input type="checkbox"/>
Review the University Continuous Enrollment Policy: https://catalog.oregonstate.edu/college-departments/graduate-school/#continuous-enrollment Be sure to register for a minimum of three (3) credits per term, unless otherwise specified	Within 1 st term, review as needed	<input type="checkbox"/>
Form your graduate committee (a minimum of 5 members), must meet OSU Graduate Committee requirements: https://gradschool.oregonstate.edu/current-students/graduate-committee		
Major Professor and Co-Major Professor (<i>if applicable</i>) Minor Professor (<i>if applicable</i>) Departmental Representative from WSE Departmental Representative from 2 nd major (<i>if not applicable, can be anyone from graduate faculty at large</i>) Graduate Council Representative (GCR)	Before completing 5 terms	<input type="checkbox"/>
Develop Program of Study with committee & submit to Graduate School: https://gradschool.oregonstate.edu/current-students/program-study		
<u>Required Courses</u>		
<ul style="list-style-type: none"> • WSE 540 – 2 credits • WSE 541 – 3 credits • WSE 542 – 2 credits A minimum of 4 courses from the following, with at least two courses from each group: <ul style="list-style-type: none"> • Group 1: WSE 543, WSE 544 and WSE 545 • Group 2: WSE 546, WSE 547, and WSE 548 • WSE 607-1 (Beginning Seminar) – 1 credit *must be taken during the first year • WSE 607-2 (Seminar) – 1 credit *must take twice/present in twice • WSE 603 – 36 credits minimum 	After you have formed your committee and before completing 5 terms	<input type="checkbox"/>
Total number of credits for PhD and dual major PhD: 112 credits		
Meet with major professor(s) to discuss performance, progress, and goals for upcoming year	By the end of 3 rd term, and at least annually thereafter	<input type="checkbox"/>
Update your committee with a progress report and research update	Annually	<input type="checkbox"/>

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MID-PROGRAM, PRELIM EXAM

What to do	When to do it	Is it done?
File Research Plan	By the end of your 4 th term	<input type="checkbox"/>
Present in WSE 607-2 (1 st time)	Consult with Major Professor	<input type="checkbox"/>
Sit for Written Prelim Exam	Determined by student's committee near the completion of courses	<input type="checkbox"/>
Determine date and time of Oral Prelim Exam with your entire committee after successful completion of the written portion of the examination	At least two weeks before your Oral Prelim Exam	<input type="checkbox"/>
Contact the Graduate Program Coordinator to reserve a room for oral prelim exam	Once committee has finalized date and time	<input type="checkbox"/>
Schedule exam with the Graduate School through online form; if committee membership has changed, please note updates on this form https://gradschool.oregonstate.edu/formlink/14646	At least two weeks before your Oral Prelim Exam	<input type="checkbox"/>
Present in WSE 607-2 (2 nd time)	Consult with Major Professor, preferably one term before you defend	<input type="checkbox"/>

DEFENDING

What to do	When to do it	Is it done?
Apply to Graduate – Diploma Application; fill out form online https://gradschool.oregonstate.edu/formlink/14641	At the start of the term you plan to graduate	<input type="checkbox"/>
Determine date and time of defense with your entire committee	At least four weeks before your defense	<input type="checkbox"/>
Contact the Graduate Program Coordinator to reserve a room for defense	Once your committee has finalized date and time	<input type="checkbox"/>
Schedule exam with the Graduate School through online form; if committee membership has changed, please note updates on this form https://gradschool.oregonstate.edu/formlink/14646	At least two weeks before your defense	<input type="checkbox"/>
Distribute defendable copy of your dissertation to your entire committee (GCR included)	At least two weeks before your defense	<input type="checkbox"/>
Submit defense information to Graduate Program Coordinator (title, brief bio, brief abstract, photo) for advertisement	At least two weeks before your defense	<input type="checkbox"/>
Submit pretext pages (everything before page 1 of your thesis) to the Graduate School https://gradschool.oregonstate.edu/current-students/thesis-guide	At least two weeks before your defense	<input type="checkbox"/>

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FINISHING UP

What to do	When to do it	Is it done?
Upload final copy of dissertation to ScholarsArchive within 6 weeks of exam https://gradschool.oregonstate.edu/current-students/thesis-guide	After all necessary corrections suggested by committee have been made	<input type="checkbox"/>
Submit Electronic Thesis/Dissertation (ETD) approval form to Grad School https://gradschool.oregonstate.edu/current-students/thesis-guide	After uploading final copy of thesis to ScholarsArchive	<input type="checkbox"/>
Complete WSE check out (paperwork, keys, email forwarding, clean up office)	Before you leave	<input type="checkbox"/>
Complete Exit Survey & Schedule Exit Interview with Department Head; Graduate Coordinator will send in your final weeks	Exit Survey/Interview should take place after your defense	<input type="checkbox"/>