



Oregon State University

## Department of Crop and Soil Science Timetable - Checklist for Ph.D. Students

See the Graduate School’s Student Guide to Success for additional information at: <https://gradschool.oregonstate.edu/promotion/359>

**Program Start Date:** \_\_\_\_\_ **Expected Completion Date:** \_\_\_\_\_

**Today’s date:** \_\_\_\_\_

Year	Activities	Date Completed
<b>1</b>	_____ Choose major advisor(s)	_____
	_____ Choose committee members, including Graduate Council Representative and declare minor (if desired)	_____
	_____ Send Program Statement to Graduate Faculty by end of first term	_____
	_____ File official OSU Graduate Program of Study form with Graduate School by end of first year	_____
	_____ Give first of two seminars (departmental or professional)	_____
<b>2</b>	_____ Take departmental <b>written preliminary exams</b>	_____
	_____ Take <b>oral preliminary exam</b> (schedule with Graduate School)	_____
	_____ Give second of two seminars (departmental or professional)	_____
<b>3</b>	_____ Before Scheduling the Thesis defense, file the Approval to Proceed with Final Defense of Thesis” form with Graduate School, which includes approval of thesis title	_____
	_____ Two weeks prior to final exam, schedule exam with Graduate School and submit an exam copy of your thesis to Graduate School and your committee. You must provide your graduate committee a copy of your thesis at least two weeks before the thesis defense date.	_____
	_____ Give thesis seminar and take final oral exam	_____
	_____ Submit final thesis materials to Graduate School no later than six weeks after exam.	_____
<b>Before graduating, be sure to fulfill</b>		
	_____ Program requirements	_____
	_____ Teaching requirements	_____
	_____ Seminar requirements	_____
	_____ Ethics training/certificate	_____
	Schedule exit interview with department head	_____