# Start of Year

**What to do**

- Attend Fall orientation (even if you were admitted in winter or spring)
  - **When to do it**: Within 1st year in the program
  - **Is it done?**: [ ]

**What to do**

- Seek advice from Major Professor and register for courses
  - **When to do it**: Before registration opens each term
  - **Is it done?**: [ ]

**What to do**

- Review the University Continuous Enrollment Policy: https://catalog.oregonstate.edu/college-departments/graduate-school/#continuous-enrollment
  - **When to do it**: Within 1st term, review as needed
  - **Is it done?**: [ ]

- Be sure to register for a minimum of three (3) credits per term, unless otherwise specified

**What to do**

- Form your graduate committee (a minimum of 4 members), must meet OSU Graduate Committee requirements: https://gradschool.oregonstate.edu/current-students/graduate-committee
  - **When to do it**: By the end of 1st term or during 2nd term
  - **Is it done?**: [ ]

### Members of the Graduate Committee
- Major Professor
- Co-Major Professor or Minor Professor *(if applicable)*
- Departmental Representative(s) from WSE, 2nd major or minor *(if not applicable, can be anyone from graduate faculty at large)*
- Graduate Council Representative (GCR)

**What to do**

- Develop Program of Study with committee & submit to Graduate School: https://gradschool.oregonstate.edu/current-students/program-study

### Required Courses

- WSE 540 – 2 credits
- WSE 541 – 3 credits
- WSE 542 – 2 credits

A minimum of 3 courses from the following, with at least one course from each group:

- Group 1: WSE 543, WSE 544, WSE 545
- Group 2: WSE 546, WSE 547, WSE 548

- WSE 607-1 (Beginning Seminar) – 1 credit *(must be taken during the first year)*
- WSE 607-2 (Seminar) – 1 credit
- WSE 603 – 36 credits minimum

### Total number of credits for MS: 45-53 credits

- After you have formed your committee and before completing 18 credits of coursework
  - **Is it done?**: [ ]

**What to do**

- Meet with major professor to discuss performance, progress, and goals for upcoming year
  - **When to do it**: By the end of 3rd term, and at least annually thereafter
  - **Is it done?**: [ ]

**What to do**

- Update your committee with a progress report and research update
  - **When to do it**: Annually
  - **Is it done?**: [ ]
# MS Program Checklist

## MID-PROGRAM

<table>
<thead>
<tr>
<th>What to do</th>
<th>When to do it</th>
<th>Is it done?</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Research Plan</td>
<td>By the end of your 4th term</td>
<td>☐</td>
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<tr>
<td>Present in WSE 507-2 Seminar</td>
<td>Preferably one term before your defense</td>
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</table>

## DEFENDING

<table>
<thead>
<tr>
<th>What to do</th>
<th>When to do it</th>
<th>Is it done?</th>
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</thead>
<tbody>
<tr>
<td>File diploma application online</td>
<td>At the start of the term you plan to graduate</td>
<td>☐</td>
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<tr>
<td>Determine date and time of defense with your entire committee</td>
<td>At least four weeks before your defense</td>
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</tr>
<tr>
<td>Contact the Graduate Program Coordinator to reserve a room for defense</td>
<td>Once your committee has finalized date and time</td>
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</tr>
<tr>
<td>Schedule exam with the Graduate School through online form; if committee membership has changed, please note updates on this form</td>
<td>At least two weeks before your defense</td>
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</tr>
<tr>
<td>Distribute defendable copy of your thesis to your entire committee (GCR included)</td>
<td>At least two weeks before your defense</td>
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</tr>
<tr>
<td>Submit defense information to Graduate Program Coordinator (title, brief bio, brief abstract, photo) for advertisement</td>
<td>At least two weeks before your defense</td>
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</tr>
<tr>
<td>Submit pretext pages (everything before page 1 of your thesis) to the Graduate School</td>
<td>At least two weeks before your defense</td>
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## FINISHING UP

<table>
<thead>
<tr>
<th>What to do</th>
<th>When to do it</th>
<th>Is it done?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload final copy of thesis to ScholarsArchive within 6 weeks of exam</td>
<td>After all necessary corrections suggested by committee have been made</td>
<td>☐</td>
</tr>
<tr>
<td>Submit Electronic Thesis/Dissertation (ETD) approval form to Grad School</td>
<td>After uploading final copy of thesis to ScholarsArchive</td>
<td>☐</td>
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<tr>
<td>Complete WSE check out (paperwork, keys, email forwarding, clean up office)</td>
<td>Before you leave</td>
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<tr>
<td>Schedule Exit Interview with Department Head; see Graduate Program Coordinator or Administrative Manager for scheduling</td>
<td>Exit Interview should take place after your defense</td>
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