



## DOCTORAL PROGRAM MEETING CHECKLIST FOR GRADUATE COUNCIL REPRESENTATIVE

Student's Name \_\_\_\_\_ Major \_\_\_\_\_

OSU ID# \_\_\_\_\_

### GENERAL INFORMATION

The major professor chairs this meeting.

The student should have devised a draft program, usually with help from the major professor. The student should furnish copies of this program to all committee members at the meeting. The student (or major professor) is responsible for providing for committee use a copy of transcripts containing all completed courses that will be transferred to the program. Courses to be transferred from another institution **must be graduate level**, taken after the completion of a four-year baccalaureate degree (or equivalent), with grades of "B-" (2.7) or better. Graduate courses taken at OSU while the student was a non-degree graduate student, undergraduate or post baccalaureate, in the Accelerated Master's Program, a professional degree seeking student (PharmD or DVM), or while a student was enrolled in a different certificate or graduate degree program are considered transfer courses, and must have earned grades of "C" (2.0) or better to be considered for inclusion on a graduate program of study. Courses used on a master's degree can be transferred to a doctorate. If the transfer credit is from a foreign university, the student must provide an English translation of the transcript with the courses to be transferred clearly indicated.

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### **CHECKLIST**

1. \_\_\_\_ *Is the meeting being held at the scheduled time?*
2. \_\_\_\_ *Are all committee members present?*
3. \_\_\_\_ *Are all the necessary transcripts available for committee use?*
4. \_\_\_\_ *Does the program show at least three years of full-time graduate work beyond the baccalaureate degree (i.e., a minimum of 108 credits)?*
5. \_\_\_\_ *Does the program show at least 36 credits devoted to the Ph.D. thesis (24 credits for the Ed.D. thesis)?*
6. \_\_\_\_ *Does the program contain a minimum of 27 regular non-blanket credits?*
7. \_\_\_\_ *Does the program guarantee that the following residence requirement will be met? 1.) A minimum of 36 graduate Oregon State University credits, and 2.) Any degree-specific requirements, as described in the degree program's handbook, that may relate to*

*enrollment requirements, residency requirements, or other non-curricular requirements.*

8. \_\_\_\_ *Does each declared minor contain at least 18 credits (15 credits for an Integrated Minor)?*
9. \_\_\_\_ *Does the program contain no more than 15 credits of blanket-numbered courses, other than thesis? (Excess blanket-numbered courses are allowed to the extent that the program exceeds 108 credits.)*
10. \_\_\_\_ *Does the program guarantee that all departmental requirements will be fulfilled?*
11. \_\_\_\_ *Does the program include a plan for the student to be informed/trained as to what is required to conduct scholarly activities in an ethical manner?*
12. \_\_\_\_ *Do all transfer courses appear to fit the above-mentioned guidelines for transfer courses?*
13. \_\_\_\_ *Are all transfer courses clearly identified as such?*
14. \_\_\_\_ *Is the program meeting being held early enough in the student's academic career to permit the committee to contribute meaningful input to the program?*
15. *Other comments?*

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Graduate Council Representative

**Please return this form promptly after the meeting to:**  
[Graduate.School@oregonstate.edu](mailto:Graduate.School@oregonstate.edu)