



M. A. I. S. PROGRAM MEETING CHECKLIST FOR GRADUATE COUNCIL REPRESENTATIVE

Student's Name _____ Primary Field _____

OSU ID# _____ Secondary Field _____

Tertiary Field _____

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 must indicate either a thesis or a research paper option on the program. The thesis must coordinate work in all three fields. The program should show 6 to 9 credits of Thesis 503. The research paper does not necessarily integrate work from the three fields but typically investigates in depth a subject from one or possibly two of the three fields. The program should show 4 to 7 credits, registered as Research 501, Reading and Conference 505, or Projects 506.

Transfer Courses

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 to be transferred to an OSU master's degree must not have been used to satisfy the requirements for a non-OSU master's degree (or equivalent) or a doctoral degree from another institution. Graduate courses to be transferred from an OSU master's degree to a second OSU master's degree must meet the criteria outlined in the Graduate Catalog. 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. 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.

CHECKLIST

1. ____ *Was the meeting held at the scheduled time?*
2. ____ *Were all committee members present?*
3. ____ *Were all the necessary transcripts available for committee use?*
4. ____ *Does the program show at least 49 credits including the thesis or research paper?*
5. ____ *Does the program show 6 to 9 credits of thesis, or 4 to 7 credits for the research paper, listed in the primary field?*
6. ____ *Does the program show at least 23 credits taken on the OSU campus after admission as a graduate student (i.e., the master's degree residence requirement)?*
7. ____ *Does each field contain at least 9 credits?*
8. ____ *Does each field contain at most 3 credits of blanket-numbered courses, other than thesis or research paper credit? (Excess blanket-numbered courses are allowed to the extent that the program exceeds 49 credits.)*
9. ____ *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?*
10. ____ *Do all transfer courses appear to fit the above-mentioned guidelines for transfer courses?*
11. ____ *Are all transfer course clearly identified as such?*
12. ____ *Was the program meeting held early enough in the student's academic career to permit the committee to contribute meaningful input to the program?*
13. ____ *Other comments?*

Signature: _____ Date _____
Graduate Council Representative

Please return this form promptly after the meeting to:
Graduate.School@oregonstate.edu