



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 must be graduate level courses with A or B (or equivalent) grades. Courses taken before the completion of a four-year baccalaureate degree (or equivalent) must have been officially reserved for graduate credit. Courses used on a master's degree can be transferred to a doctorate. Graduate courses taken at OSU while the student was a graduate non-degree student or a postbaccalaureate student, or courses reserved for graduate credit while an undergraduate or postbaccalaureate student, are considered transfer courses. 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.

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 least one full-time academic year of regular non-blanket course work (i.e., a minimum of 36 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.) At least three terms of full-time graduate academic work (at least 9 credits/term) on site at the Corvallis campus or at an off-campus site approved by the Graduate School.*
8. _____ *Does each declared minor contain at least 18 credits (15 credits for an Integrated Minor)?*
9. _____ *Does the program contain not 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? For examples of such plans, see PhD assessment requirements at http://oregonstate.edu/dept/grad_school/assessment.php.*
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?*

Please sign _____
Graduate Council Representative
Date

Please Return this Form Promptly after the Meeting to the:

Graduate School
 Heckart Lodge, 2900 SW Jefferson Way
 Corvallis, OR 97331
Graduate.School@oregonstate.edu
 541-737-4881