



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

Student's Name _____ Primary Field _____
OSU ID# _____ Second Field _____
Third 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 must be graduate level courses with A or B (or equivalent) grades. OSU courses taken before the completion of a four-year baccalaureate degree (or equivalent) must have been officially reserved for graduate credit. 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. Graduate courses taken at OSU while the student was a nondegree-seeking graduate student or a postbaccalaureate student or OSU 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. 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 30 credits taken on the OSU campus after admission as a graduate student (i.e., the masters 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 to prepare the student to conduct scholarly or professional activities in an ethical manner? This could be a course offered by one of the areas of concentration on the student's program, IST 520, RCR training modules, training in research groups, etc. For more information on this requirement, see (http://oregonstate.edu/dept/grad_school/assessment.php)*
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?*

Please sign _____
Graduate Council Representative Date

Please Return this Form Promptly after the Meeting to the:

Graduate School
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Corvallis, OR 97331
Graduate.School@oregonstate.edu
541-737-4881