

# Graduate Student Handbook, 2009-2010

## Master of Science in Geology

Department of Geosciences  
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## **INTRODUCTION**

This handbook was developed to provide guidance on graduate study for students working toward a master's in geology at Oregon State University. Students are encouraged to provide suggestions for the improvement of the handbook by contacting Stacey Schulte, Student Affairs Coordinator, in the Department of Geosciences office (541-737-1221 or [stacey.schulte@oregonstate.edu](mailto:stacey.schulte@oregonstate.edu)).

Please refer to the OSU Graduate School web pages ([http://oregonstate.edu/dept/grad\\_school/](http://oregonstate.edu/dept/grad_school/)) for additional information. Take special note of the section titled **Guide to Success** at [http://oregonstate.edu/dept/grad\\_school/current/success.html](http://oregonstate.edu/dept/grad_school/current/success.html).

## **THE MASTER'S PROGRAM**

Areas of strength in our master's program include volcanology, petrology, geomorphology, hydrology and paleoclimatology. Most graduate research in the geology program includes field study. An approved field course of at least nine quarter credits or equivalent experience is prerequisite to candidacy for a graduate degree. No foreign language is required.



## **GENERAL PROGRAM REQUIREMENTS**

The candidate for the M.S. degree is required to complete approximately one year of full-time, graduate level course work and a formal thesis written about the candidate's research. Thesis research and manuscript preparation can be completed in approximately one to two additional years. The major professor, graduate committee, director of the geology program and the departmental graduate committee monitor the candidate's progress.

**Field Camp:** A geology summer field camp experience of at least 9 credits must be part of each geology graduate student's academic record. If this was not completed prior to the M.S., it must be completed during the master's program.

**Grade Requirement:** A grade point average of 3.00 (a B average) is required for all courses taken as a graduate student (even if they are undergraduate courses). Grades below C or S/U grades are not accepted on a graduate program.

**Continuous Enrollment Policy:** "Continuous graduate enrollment refers to the policy of requiring continuous registration of graduate students from the original matriculation until all degree requirements are met." All graduate students in a graduate degree program must register continuously for a minimum of 3 graduate credits and pay fees, regardless of student location, if they will be using any university or department resources (e.g. facilities, equipment, computing or library services, faculty or staff time, including holding exams) until their degree is granted or status as a graduate student is terminated, unless on authorized leave, effective Fall Term 2002.

See Continuous Graduate Enrollment Policy on the Graduate School web site (<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804>).

**Assistantships:** **University regulations require all students with an assistantship to register for a minimum of 12 hours each term while on a TA or RA assignment.** Graduate assistants may register for a maximum of 16 credits, but are advised to confer with their major professor or program director to avoid a potential overload. Students on an assistantship can maintain their full time status and avoid overloading themselves with coursework by signing up for GEO 503 Thesis (1-16 hours) to "top up" their credits to the 12-16 credit level.

Since GEO 503 credits get an R grade (research continuing), they are not calculated in the grade point average. Thesis students can list only six GEO 503 credits on their graduate program, but the only GEO 503 enrollment limit is 16 credits per term.

*"As a condition of their academic appointments, graduate teaching and research assistants are required to register for three credits above the minimum full-time load (i.e., a minimum of 12 credits) each term of the appointment during the academic year (fall, winter and spring). During summer session, a minimum registration of 9 credits is required for graduate assistants. Audit registrations and enrollment in OSU Extended Campus courses may not be used to satisfy enrollment requirements for graduate assistant salary/stipend, tuition remission or health insurance benefits."* [excerpt from the Graduate School website]

**Thesis vs. Research Enrollment for International Students:** It is especially important that international students register for GEO 503 Thesis instead of GEO 501 Research beyond those required on their degree program. Incomplete grades will be assigned to research credits taken beyond those required. The incomplete that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults, if the student does not make an effort to resolve the incomplete course work within one year of recording the incomplete. Grades of I and F can potentially lead to complications with USCIS. Thesis credits are assigned an R grade and will not result in complications with USCIS.

Students on F-1 or J-1 visas must be enrolled for and complete a minimum of 9 credits each term during the academic year to satisfy immigration requirements. All graduate students on an assistantship (GTA or GRA) need to maintain at

least 12 state supported credits. Audit or OSU Extended Campus courses do not count toward full time enrollment for OSU graduate students.

Students must receive written approval from International Student and Faculty Services (ISFS) prior to registering for less than a full course of study or dropping below a full course of study. One vacation period is allowed during the academic year, usually taken summer term. See Registration Requirements for Graduate International Students on the ISFS web site at <http://oregonstate.edu/international/>.

During the final phase of your degree, you may petition to register for fewer than nine credit hours if you have completed all required course work and all credits listed on your Graduate Program of Study. If approved, you will need to register for a minimum of three credits. Check with International Student and Faculty Services (A110 Kerr Administration Building, 541-737-6310) for more information.

## THE GRADUATE COMMITTEE

The composition of graduate committees is governed by the policies of the Graduate School, the Department of Geosciences and the geology program. The **minimum** committee sizes are as follows:

MA/MS (thesis)	1 major professor
	1 department representative
	1 external or minor representative
	<u>1 Graduate Council Representative</u>
	4 TOTAL COMMITTEE MEMBERS

As shown above, the graduate committee for the master's degree consists of a minimum of three graduate faculty members: the major professor, the departmental representative (a faculty member with some experience in the general area of the student's research), and an external or minor representative. If an alternate is necessary for the graduate committee, the student and major professor must apply in writing to the Graduate School.

The **major professor** assumes principal responsibility for directing research activities. When the major professor is on a courtesy appointment, a member of the Department of Geosciences regular faculty must serve as co-chairperson of the thesis committee and both must sign the approved thesis. Before graduate program forms are submitted to the Graduate School, the geology program director may review thesis committee membership and, in consultation with the graduate committee, call for changes in composition of the committee.

Students admitted as regular graduate students will normally have a major professor who previously agreed to supervise the student's work. The geology program director will act as a temporary advisor to graduate students admitted without a major professor and suggest appropriate supervisory faculty in accordance with the student's interests.

It is the responsibility of the student to seek acceptance by a member of the graduate faculty to serve as the major professor. The decision is made upon mutual agreement between the student and the professor and should be reported to the geology program director and the student affairs coordinator.

If the student chooses a minor other than geology, the **minor professor** must be from outside the geology program. Graduate School rules require students to take at least one course from the minor professor's department.

The **external or minor representative** ordinarily serves only at the final examination, but may be asked by the major professor to participate in the thesis review procedure if they are closely involved in the research.

The **Graduate Council Representative** (GCR) is chosen from a list provided by the Graduate School and is a full voting member of the committee who attends all meetings, exams and the final thesis defense.

No committee is official until approved by the Department of Geosciences and the Graduate School. Graduate School review will apply the following guidelines:

1. All committee members must be graduate faculty. Adjunct members from other universities or appropriate organizations may also serve if approved by the thesis committee and the Graduate School. An adjunct or courtesy faculty member can only serve as co-chair along with a regular geology faculty member. They cannot serve as chair alone.
2. The committee must be appropriate to represent the proposed course of study and the relevant degree authority. **At least two members must be regular faculty in the Department of Geosciences**, as distinguished from courtesy faculty. A list of Department of Geosciences faculty can be on the web at

<http://www.geo.oregonstate.edu/people/faculty.htm>. **Note:** The Graduate School does NOT allow a Department of Geosciences faculty member to serve as both the department representative and the minor professor.

## **ROLES AND RESPONSIBILITIES**

The **student** should assume the major responsibility for their graduate program, follow department and university requirements, meet all deadlines and initiate all steps involved in obtaining the degree. The student should meet regularly with their major professor to discuss progress or difficulties in research, course work or other matters. If experiencing serious difficulties with the major professor, the student should discuss the matter with the geology program director.

The **major professor** should advise and guide students in their graduate programs, be informed of student progress and difficulties, edit research proposals and theses before they are given to other committee members, encourage active participation in departmental seminars, regional and national scientific meetings and ensure that research, teaching and extended education efforts include advisee students when possible. The major professor assumes principal responsibility for directing research activities. When the major professor is courtesy faculty, a member of the geosciences regular faculty must serve as chairperson of the thesis committee and both must sign the approved thesis.

**Members of the student's graduate committee** serve as experts in certain specialized fields, as interested editorial critics of the student's writing (especially the thesis), and as participants in the various meetings and examinations held during the student's program.

**Members of the Departmental Graduate Committee** are involved in admission of all graduate students, in the review of graduate student progress, and in graduate student matters determined by the department chair or faculty.

The **department chair** ensures that the graduate policy is implemented and department standards are maintained, assists in the solution of major problems that might arise during a student's program, and as resources and opportunities permit, allocates research facilities for graduate thesis research. For geology students, the geography program director usually acts for the chair in matters relating to the geology program.

The **department staff** is available to assist in all matters while you are a student at OSU.



## **PROGRAM OF STUDY**

A Master's Program of Study form (list of proposed courses) must be filed by all graduate students before the completion of 18 hours of graduate course work. This includes credits reserved as an undergraduate student and hours earned as a post-baccalaureate, graduate non-degree seeking, graduate special student or classified graduate student. A maximum of 15 hours of graduate coursework may be transferred into a 45 hour program. Thirty (30) hours of coursework taken at OSU after admission into a graduate program must appear on the program of study. The master's of science program of study must consist of a minimum of 50% graduate level stand alone courses (not 400/500 "slash" courses). You will find the Program of Study form as well as other Graduate School forms at [http://oregonstate.edu/dept/grad\\_school/current/forms.html](http://oregonstate.edu/dept/grad_school/current/forms.html).

**A student who does not file a program within the specified deadline will not be allowed to register for the next term.**

The program of study is worked out under the guidance of the major and minor professors and is signed by the major professor, minor professor and department chair (or geology program director) before filing with the Graduate School. The program of study for each student should include a substantial amount of work with at least four faculty members offering graduate instruction.

Changes in the program may be made by submitting a Petition for Change in Graduate Program form. It is wise to file one change form near the end of your program so that repeated filings are not necessary.

It is the responsibility of each student to reserve rooms for meetings and exam times through the Geosciences Department office, notify the Graduate School of scheduled exams by using the Exam Scheduling form (available on the Graduate School web site) and remind each committee member of the scheduled meeting or exam. At the time you schedule your oral examination with the Graduate School, you should also apply for graduation if you have not already done so.

Program meetings, preliminary exams and final exams may be held during any period when school is in session. This excludes the periods between the regularly scheduled quarters and during official vacation periods. Students should be aware that most faculty are on appointment for only nine months a year and are unlikely to be available during the three month summer period.

The major professor will chair the program meeting and the examination portion of the preliminary and final oral meetings. The Graduate Council Representative will chair the portion of the meetings that involve the evaluation of the student's performance at the oral exam.



## **THE MASTER'S THESIS**

Thesis Proposal: The candidate for the M.S. degree must prepare a thesis proposal written according to the conventions of geologic literature. During the second term of residence, each student should register for two credits of Reading and Conference (GEO 505) with the major professor and prepare a draft of the thesis proposal.

Two copies of the final draft, approved and signed by all three committee members, must be submitted to the director of the geology program who places one in the student file and circulates the second to the faculty by the sixth week of the student's third term of residence (ordinarily the date will be approximately May 15 for students entering fall term). The candidate should retain the original draft of the proposal and give copies to each of the committee members.

Thesis Proposal Presentation: The candidate for the M.S. degree presents their proposal to the department in a brief (usually 12-15 minutes) professional seminar during the month of May. This is usually accomplished at GeoDay, a one-day conference for geosciences graduate students held annually in mid-May.

## **THESIS PROPOSAL TOPICS GUIDELINES FOR GAINING APPROVAL**

The geology program of the Department of Geosciences requires a thesis proposal for M.S. candidates of no more than 10 pages, double-spaced (excluding figures and references). The title page must be dated and must bear signatures of the major professor and two other graduate committee members. The format is modeled after that of research proposals prepared for grant funding. The writing should be polished and the manuscript should use reference conventions of one of the major journals of geology. As a manuscript, the right margin should not be justified. The proposal must be distributed to and approved by the committee by the 7<sup>th</sup> week of the 3<sup>rd</sup> term (approximately May 15) before conducting significant thesis research. Students embarking on thesis research without an approved proposal do so at their own risk, as the graduate committee may require substantial changes or additions to the program, or not approve it at all. Approval of a thesis proposal by the graduate committee is one of the requirements for advancement to candidacy for the M.S. degree.

The research proposal should try to answer the following basic questions:

1. What research problems are you proposing to answer?
2. Why are these research problems significant?
3. How do you propose to answer these problems?

The proposal should include the purpose, significance, research objectives, relevant background information citing previous publications, methods, a timetable, sources of funding where appropriate, a reference list, figures and tables as necessary. The student may want to submit the proposal or a modified version of it to an agency for funding.

- **Purpose, Significance and Research Objectives:** This section should clearly spell out what the geologic problem is that you are addressing, what are the general objectives of your study and what is the significance of your proposed research to understanding the geologic problem. Be as specific as you can.
- **Relevant Background Information:** Provide specific data and theories from previous studies that are relevant to understanding your research problem. For example, if your research emphasizes structure, you should review previous structural studies of the area and the current hypotheses for structural development, but you should use little text on petrology or paleontology. This section should convey pertinent geological information with appropriate literature references and not merely list the authors chronologically without any information.
- **Methods:** The proposal should state specific methods to be employed to reach the objectives. Examples would be geologic mapping, K-Ar radiometric dating, dating of sedimentary rocks using fossils, projection of subsurface geology using geophysical and drill data, construction of retrodeformable cross-sections and so forth. State your plans to obtain access to equipment and facilities that are not available through the Department of Geosciences.
- **Timetable:** A timetable should present a tentative schedule in tabular form for completion of classes, field studies, laboratory work and preparation of the thesis at least one term should be planned for that preparation.
- **Budget:** If the thesis requires funding for expenses (i.e., field work, laboratory analyses, computer time), you should prepare an itemized list with estimated costs and an outline of plans for funding.

- References: List all the references cited in the text in alphabetical order starting with the last name of the first author, following the format of a major geologic journal such as the Geological Society of America Bulletin.
- Figures and Tables: Figures and tables should be used only when necessary for understanding the proposal. Good quality illustrations can be composed and printed using personal or departmental software and hardware. Location maps should be combined with summary geologic maps or other figures.

You will find that it will be easy to exceed the 10-page limit for the proposal. Try to be concise but also clear. If necessary, omit sections of marginal importance rather than shortening important sections to the point that they are vague or incomplete. After you have completed the proposal, ask yourself if you would approve or fund this proposal if it were submitted to you for evaluation.

## **SUGGESTED STRUCTURE FOR A MASTER'S RESEARCH PROPOSAL**

The student is asked to prepare a research proposal in order to facilitate discussion of his research plans. For M.S. students, the proposal must be presented and discussed in a formal proposal meeting attended by the student's graduate committee. Outlines commonly include the following sections. The lengths listed pertain to double spaced typing and are guidelines, not rigid requirements. Two formats are given below, but major professors may suggest other styles.

### **Research Proposal Format #1**

1. Literature review and statement of problem (2-6 pages).
2. Objectives of the proposed study (1/4-1/2 page).
3. Methods of procedure (2-5 pages presented systematically for each objective with emphasis on design, sampling methods and statistical analysis).
4. Significance of the proposed research (1-2 pages).
5. Literature cited.
6. Time table of significant events in the research project (1/2-1 page). This should include: a) when the study or data gathering was or will be initiated; b) duration of the data gathering (including all field seasons for field projects); c) when the data will be analyzed; d) when the thesis will be written; and e) the expected date for completion of the degree requirements.

### **Research Proposal Format #2**

TITLE: This should clearly indicate the type of study proposed.

INTRODUCTION: This should be a statement of several paragraphs introducing the general subject. (e.g. *The controversy over "old growth" is a recent development in the Pacific Northwest. Prior to the early 1980's, environmental activists focused their energies on the creation and expansion of the Wilderness Preservation System. When resistance to additional wilderness areas stiffened, it became clear to many that the wilderness system was likely to leave a large portion of the virgin timber resources unprotected from the threat of harvest. The debate shifted from wilderness preservation to "old growth" preservation. In support of the claims of environmentalists, scientific research produced evidence which seemed to justify the setting aside of "old growth" as a species protection measure.*

*In particular, it was demonstrated that the Northern Spotted Owl showed a particular affinity to old growth stands. As a result of this, the owl has been designated as an indicator species pointing to the viability of old growth communities. Etc., etc.)*

JUSTIFICATION: This is the place where the focal problem area is identified. It should answer the general question: "Where do we need increased understanding?" (e.g. *Since the fate of old growth has been tied so closely to the fate of the spotted owl, it is important that the linkage between the two is based on the best science available. The questions recently raised by owl sightings in second growth timber are disturbing to outside observers since they indicate that old growth may not be essential to the survival of the owls. This research is designed to reexamine the linkage between old growth and owls.*)

OBJECTIVES: The objectives bring the proposal down to the specific things you intend to accomplish with the proposed research. They should be short statements that are clear and to the point. (e.g. *1) To construct a history of the*

*emergence of old growth as a resource controversy in the Pacific Northwest. 2) To identify... 3) To determine... 4) To estimate... 5) To construct... 6) To develop... 7) To test...)*

PROCEDURES: Each objective identified above should be linked to the strategy you intend to use in pursuing the objective. [Objective 1: e.g. *The published literature will be searched using a system described by Bigfoot (1901) to identify key actors in the scientific, environmental and governmental communities. As the search proceeds, a cumulative contacts graph will be constructed as described by Susie (1975). When the frequency of new names per article searched approaches the asymptotic limit, the name search will be stopped.*

*Using the names generated from the published literature, a sample population of names will be drawn using the stratified Wilson method as described by Wilson (1987).*

*The individuals in the sampled population will be interviewed...]*

Objective 2: Etc.

Objective 3: Etc.

SUMMARY STATEMENT: A few paragraphs that bring together the expected significance of the findings is a desirable way to bring to the reader a sense of the importance of the proposed work. If you don't know why it is important, will anyone else?

TIMELINE FOR WORK: This should give the schedule of work you propose to undertake. Many students have little concept of the time involved in doing research. The timeline helps me judge if the research work can be completed on schedule.

If you systematically organize your proposal in this fashion, then it is easy to approve parts of it and to identify parts that are in need of further work.



## **DEGREE REQUIREMENT CHECKLIST FOR GEOLOGY MASTER'S**

- 45 total credits for a single major or  60 total credits for a double major
- 15 total credits for a minor
- 60 total credits for master's degree

Take one course in each of the following areas below. Satisfactory completion of these courses is taken to indicate an adequate level of training. Students with deficient undergraduate backgrounds should be advised to take appropriate preparatory work.

### Petrology/Geochemistry/Ore Deposits (choose from below)

- GEO 512 – Igneous Petrology
- GEO 527 – Volcanology
- GEO 530 – Geochemistry
- GEO 540 – Economic Geology
- GEO 597 – Field Mapping of Ore Deposits
- GEO 633 – Geochronology and Isotope Geology
- GEO 646 – Magmatic and Hydrothermal Ore Deposits

### Structural Geology/Geophysics/Tectonics (choose from below)

- GEO 554 – Advanced Structural Geology
- GEO 556 – Western Cordillerean Tectonics
- GEO 561 – Geology of Earthquakes
- GEO 563 – Geophysics and Tectonics
- GEO 536 – Structural and Neotectonic Field Methods
- GEO 537 – Tectonic Geomorphology

### Stratigraphy/Surficial Geology/Hydrogeology (choose from below)

- GEO 514 – Groundwater Hydraulics
- GEO 532 – Applied Geomorphology
- GEO 533 – Coastal Geomorphology
- GEO 548 – Field Research in Geomorphology and Landscape Ecology
- GEO 570 – Stratigraphy and Sedimentology
- GEO 581 – Glacial Geology
- GEO 582 – Geomorphology of Forests and Streams
- GEO 586 – Quaternary Paleoclimatology
- GEO 588 – Quaternary Stratigraphy of North America
- GEO 589 – Role of Fluids in Geologic Process

The single major program must have at least 30 credits in the major field and 15 credits in the minor field. The double major program must have at least 30 credits in each major field. In addition, these programs may include a maximum of the following:

- 9 credits of GEO 503 Thesis
- 6 credits of GEO 501 Research, GEO 505 Reading & Conference, GEO 507 Seminar

Must enroll for 1 credit of GEO 507 the first fall term of attendance and 2 additional credits of GEO 507 during the program.

Must enroll in GEO 518 Geoscience Communication (3 credits) the first winter term of attendance.

- 15 credits of transferred graduate level courses taken from another accredited institution provided that this work is logical and relevant to the program, grades of B or better were attained, and transfer is approved by the department and the University Graduate Council.

Minors: A minor program of study consisting of 15 credits is required. A geology minor is the most common minor chosen. However, the geology minor must specify a subdiscipline of either economic geology, tectonics, volcanology, structure, hydrogeology, geomorphology or hyphenated combination. Other minor programs (e.g., chemistry, civil engineering) should consist of 15 or more credits taken from outside the department or an approved major at an institution in the Oregon University System. The graduate committee must include a professor from the minor.

An integrated minor (from two or more departments) is less common with most courses taken from outside the department and supportive of the major. The minor professor must be from outside the department.

## **GUIDELINES AND TIMETABLE FOR M.S. IN GEOLOGY**

- \_\_\_\_\_ 1. **See your advisor for advising, selection and registration of first term classes. Discuss your goals and expectations with your advisor -- before classes begin or 1<sup>st</sup> week of 1<sup>st</sup> term**
- \_\_\_\_\_ 2. **Choose major professor and graduate committee members -- 1<sup>st</sup> or 2<sup>nd</sup> term of program**  
Confirm agreement with faculty member to serve as your major professor. Select two additional committee members and arrange for a Graduate Representative through the Graduate School. Convene committee to discuss a program of coursework and research direction.
- \_\_\_\_\_ 3. **Prepare a Program of Study and get approval signatures from appropriate people – before completing 18 credits**  
Develop a Program of Study and get approval signatures from appropriate people. File Program of Study form with Graduate School (**before completing 18 credits**). The Program of Study form is available on the Graduate School web site at [http://oregonstate.edu/dept/grad\\_school/current/forms.html](http://oregonstate.edu/dept/grad_school/current/forms.html). A Program of Study may be changed later by filing a Petition for Change in Graduate Program also available at the web page listed above.
- \_\_\_\_\_ 4. **Prepare research proposal in consultation with your major professor – 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> term or program (6<sup>th</sup> week of 3<sup>rd</sup> term or around May 15)**  
Prepare a draft proposal. Circulate proposal to all committee members for editing. Provide a signed copy plus a photocopy of the final draft to your major professor (one for your student file and one to route to faculty).
- \_\_\_\_\_ 5. **Seek financial support for proposed research – ongoing**
- \_\_\_\_\_ 6. **Present thesis proposal at GeoDay – 3<sup>rd</sup> term**
- \_\_\_\_\_ 7. **Complete courses on program of study – 4<sup>th</sup> through 6<sup>th</sup> terms of program**
- \_\_\_\_\_ 8. **Submit draft of thesis to major professor -- At least one term before final oral examination**  
Revise as necessary.
- \_\_\_\_\_ 9. **Distribute a defensible copy of the thesis to your committee members -- At least two weeks before final oral examination**
- \_\_\_\_\_ 10. **Coordinate with your committee to set a time and date for your final oral examination -- At least one week before final oral examination**  
Reserve a room for the exam (see staff in the department office for assistance). Schedule your final oral examination with the Graduate School by submitting the exam scheduling form available online at [http://oregonstate.edu/dept/grad\\_school/current/forms.html](http://oregonstate.edu/dept/grad_school/current/forms.html). Provide a copy of the exam scheduling form to Stacey in the department office with the title of your

thesis. Submit a diploma application (available on the web page listed above). Submit (by hand or email) pre-text pages of your thesis to the Graduate School.

- \_\_\_\_\_ 11. **Final oral examination/defend thesis -- 4<sup>th</sup> term or later**
- \_\_\_\_\_ 12. **Hand in corrected thesis (unbound) to the Graduate School -- within six weeks after oral examination**  
Submit final copy in PDF form to ScholarArchives@OSU (see <http://ir.library.oregonstate.edu/dspace/handle/1957/89> for instructions). Hand in final BOUND copy to Stacey in the Department of Geosciences.
- \_\_\_\_\_ 13. **Exit interview, exit survey and checking out – prior to leaving campus**  
Make an appointment with the department chair for an exit interview. Complete the exit survey (available from the department office) and bring it to the appointment. After the interview, turn in the survey and check-out form to Stacey.

## **GRADUATE SCHOOL FORMS AND HELPFUL TIPS**

Graduate School ▪ 300 Kerr Administration ▪ 541-737-4881 ▪ [graduate.school@oregonstate.edu](mailto:graduate.school@oregonstate.edu)

Graduate Program and all other necessary forms are available on the web at [http://oregonstate.edu/dept/grad\\_school/](http://oregonstate.edu/dept/grad_school/). Click on "Graduate Forms."

The OSU Graduate School Survival Guide, a step-by-step guide to processing through your master degree can be found at [http://oregonstate.edu/dept/grad\\_school/current/success.html](http://oregonstate.edu/dept/grad_school/current/success.html).

OSU Graduate diploma and commencement deadlines:  
[http://oregonstate.edu/Dept/grad\\_school/current/deadlines.html](http://oregonstate.edu/Dept/grad_school/current/deadlines.html).

Information that applies to both masters and doctoral degrees can be found at <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38>.

The Graduate School will be pleased to answer questions on these or any other degree requirements. Please call 541-737-4881, stop by the Graduate school office on the third floor of Kerr Administration Building or email us at [graduate.school@oregonstate.edu](mailto:graduate.school@oregonstate.edu).

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Environmental Health and Safety <http://oregonstate.edu/ehs/> assists departments in maintaining a safe and healthy university environment for staff, faculty, students and visitors.

Environmental Health and Safety Lab Safety Rules <http://oregonstate.edu/ehs/sd0060>

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