

Graduate Student Handbook, 2009-2010

Ph.D. 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 Ph.D. in geology at Oregon State University. Students are encouraged to provide suggestions for the improvement of the handbook by contacting Stacey Schulte in the Department of Geosciences office (541-737-1221 or stacey.schulte@oregonstate.edu).

Please refer to the OSU Graduate School web pages (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.

THE Ph.D. PROGRAM

Areas of strength in our Ph.D. 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 credits or equivalent experience is prerequisite to candidacy for a graduate degree. No foreign language is required.

GENERAL PROGRAM REQUIREMENTS

This degree is granted primarily for creative and scholarly achievements. The candidate for the Ph.D. degree is required to complete approximately one year of full-time, graduate level course work and a minimum of one full-time academic year devoted to the dissertation. Students who will have had all their undergraduate and graduate education at OSU must obtain approval from the Graduate School for admission to the doctoral program.

The final oral examination must be taken within the five years after the preliminary examination. If more than five years elapses, the candidate will be required to take another preliminary oral examination.

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 Ph.D., it must be completed during the doctoral 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. Since Ph.D. candidates are expected to be superior students, geology program policy requires a review of students if their GPA falls below 3.50. After consultation with the student's major professor, the graduate committee may recommend termination if it is felt that the low GPA is indicative of less than superior performance as a Ph.D. student.

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, or 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>).

Progress Review: The geology program director will review the progress of each student at the end of the first academic year to ensure that all students are making satisfactory progress. The geology faculty will review each student's progress between November 15 and December 15 of each year. If a student is not making satisfactory progress, the faculty, the student's major professor and the dissertation committee will suggest ways for the student to get back on track. Continued failure to make progress will result in loss of assistantship and ultimately, dismissal.

Dissertation: All candidates for the Ph.D. degree must submit a dissertation embodying the results of research and giving evidence of originality and ability in independent investigation. The dissertation must be a real contribution to knowledge, based on the candidate's own investigation. It must show a mastery of the literature of the subject and be written in creditable literary form. Information

concerning the style and format of the dissertation may be found on the Graduate School web site at http://oregonstate.edu/dept/grad_school/current/thesis.html.

A copy of the pretext pages of the dissertation must be submitted to the Graduate School at least two weeks prior to the final examination. Complete copies of the final draft are distributed by the candidate to the other members of the doctoral dissertation committee.

Final Examination: At least one full academic term but no more than five years must have elapsed between completion of the preliminary examination and the final examination (often referred to as dissertation defense).

The candidate must schedule the final examination at least two weeks in advance with the Graduate School after having arranged the time, date and place with all members of the doctoral committee. The final examination is normally two hours in length and consists of an oral presentation of the dissertation research that is followed by a question period during which the candidate may be examined in depth with respect to knowledge in his or her field of specialization.

The examination is conducted by the doctoral dissertation committee and is open to all faculty, students and the public. However, at the discretion of the committee, a part of the question periods may be closed to all except those appropriate to the evaluation of the candidate.

Upon successful completion of the final examination, the candidate has six weeks to make any revisions and present one unbound copy of the dissertation to the Graduate School, one bound copy to the geosciences department office, one bound copy to their major professor and one electronic copy to ScholarsArchive in the library.

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 603 Thesis (1-16 hours) to “top up” their credits to the 12-16 credit level.

Since GEO 603 credits get an R grade (research continuing), they are not calculated in the grade point average. Since Ph.D. students must list multiple GEO 603 credits, there is an advantage to students making full use of the free tuition assistantship benefit by “banking” credits to avoid a big bill when presenting their completed dissertation.

“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 603 Thesis instead of GEO 601 Research beyond those required on their

degree. 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 the USCIS. Thesis credits are not assigned a letter grade.

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 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 their web site at <http://oregonstate.edu/international/>.

During the final phase of the degree, students may petition to register for fewer than nine credit hours if they have completed all required course work listed on their specific Program of Study and they are not on a GTA or GRA assignment. If approved, they 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 size is as follows:

Ph.D.	1 major professor 1 or 2 department representative 1 or 2 external or minor representative <u>1 Graduate Council representative</u> 5 MINIMUM TOTAL COMMITTEE MEMBERS
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As shown above, the graduate committee for the Ph.D. degree consists of a minimum of five graduate faculty members. At least two members must be regular geosciences faculty as distinguished from courtesy faculty. 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 dissertation committee and both must sign the approved dissertation. Before graduate program forms are submitted to the Graduate School, the geology program director may review dissertation 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.

If the student chooses an optional minor, 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 he/she is closely involved in the research.

If the student declares a formal minor or integrated minor in another department, at least one member of the committee must be from that department. The minor or integrated minor requires 15-18 credit hours of graduate-level work from that department.

The **Graduate Council representative** 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 dissertation 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 hold appropriate appointments on the graduate faculty. Adjunct members from other universities or appropriate organizations may also serve if approved by the graduate committee and the Graduate School.
2. **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 found 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 his/her 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 the 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 dissertations 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 other professional activities include student advisees 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 dissertation committee and both must sign the approved dissertation.

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 dissertation), 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 office and research facilities for dissertation research. For geology students, the 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

The proposed doctoral program form is initially developed in collaboration with the major professor and is officially formulated and approved at a formal meeting of the doctoral committee. A Proposed Doctoral Program (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. 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.

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 entire committee 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.

REQUIRED MEETINGS

Geology Ph.D. committees must convene for the following sequence of meetings:

1. A **program meeting** to discuss the general direction of the student's research and the specific plan of coursework to be included in the graduate program to be filed with the Graduate School. This meeting is attended by only the student and committee members.
2. A **proposal meeting** (aka proposal defense) to hear the student present the dissertation research proposal. This meeting is open to the public, although the committee may want to convene privately to advise the student after the public has been given an opportunity to ask questions about the proposal.
3. A **preliminary exam meeting** for the oral examination of the student. This meeting includes only the student and committee and follows the completion of the written examination.
4. A **dissertation defense meeting** (aka final examination) for the student to present the dissertation to the public.

The Graduate Council Representative (GCR) is required to attend all of the above meetings except for the proposal meeting.

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, the proposal meeting and the examination portion of the preliminary and final defense meetings. The Graduate Council representative will chair the portion of the meetings that involve the evaluation of the student's performance.

GAINING APPROVAL OF DISSERTATION PROPOSAL TOPICS

The following procedures have been established to assure that candidates make maximum use of the members of their committee as advisors in the formulation of dissertation topics and research designs.

1. Identify the problem area. Discuss with major professor and committee members independently.
2. Read the literature to determine existing research on topic.
3. Refine topic. Test problem thrust with major professor, committee members and other relevant persons.
4. Prepare formal research proposal. Consult library proposal preparation references for extended discussion.
5. Test proposal ideas during independent discussions with major professor and committee members.
6. Call committee into session for formal presentation of research proposal. The formal proposal presentation is open to all geosciences students and faculty. The committee's evaluation of the proposal is open only to the presenting student, the major professor and the committee members.
7. File copies of the approved proposal with members of the committee and the department office.
8. As work progresses, keep in contact with major professor and committee. Submit material for review as prepared.

SUGGESTED STRUCTURE FOR A DOCTORAL RESEARCH PROPOSAL

In order to facilitate discussion of the student's research plans, the candidate is asked to prepare a research proposal. For Ph.D. 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 text 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 dissertation will be written; and
 - e) the expected date for completion of the degree requirements.
7. A proposed budget should be attached if funds are needed to undertake the research.

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.

BUDGET: By providing an estimate of costs, students certify their understanding of the financial demands of the proposed undertaking.

DOCTORAL PRELIMINARY EXAMINATIONS

Students following the doctoral program must pass a two-stage sequence of comprehensive written and oral preliminary examinations before the end of the third year after entering the Ph.D. program. The preliminary examinations are intended to determine overall knowledge and understanding of the geological sciences and capability for research. Advancement to candidacy is contingent on passing these preliminary examinations.

The written preliminary examination consists of three hour sessions duration in each of two primary fields plus 90-minute sessions in each of two secondary fields taken from the following:

- geochemistry
- geophysics
- igneous petrology
- mineral deposits
- sedimentary petrology
- structural geology
- volcanology
- geomorphology
- hydrogeology
- paleoclimatology
- quaternary geology
- sedimentary geology/stratigraphy
- tectonics

The student must provide a written notice of intent to take the written examination to the geology program director. Notice should occur not less than four weeks prior to the exam date and must specify the primary and secondary fields of examination, as agreed upon with the student's major professor. Written examination questions can be prepared by any member of the geology program and/or student's committee. The geology program director does the following:

1. selects the faculty members who will write the questions,
2. administers the test, and
3. makes the results known to the student, faculty members who wrote the questions and the student's committee members.

The oral preliminary examination may be held after successful completion of the preliminary written examination. Timing of the oral examination requires agreement by the committee members and must be recorded at the Graduate School one week in advance by the student. This examination is conducted by members of the doctoral committee and takes at least two hours.

DEGREE REQUIREMENT CHECKLIST FOR GEOGRAPHY Ph.D.

The Ph.D. student must fulfill the requirements of both the Graduate School and the department. The level of work must be consistent with the degree.

- Minimum residence requirement of being enrolled at OSU for three out of four consecutive terms.
- 36 total credits of graduate level work at OSU excluding thesis hours
- One full-time academic year (25-45 credits) of GEO 603 Thesis
- 108 total credits of graduate work at OSU (or transferred in beyond the bachelor's degree) over three years of full-time course work including thesis hours
- A maximum of 15 credits for blanket number courses (excluding thesis) and a maximum of 45 credits of GEO 603 Thesis. Blanket and thesis credits may exceed the maximum number listed (15 and 45) provided that they are in excess of the minimum 108 credit total program hours.
- Transfer courses must be at the graduate level and have a letter grade of B or better. Transfer courses graded with S/U or P/N will not be accepted. They may be used only once, either for the major or the minor, but not for both.

One graduate course is required from each of the following areas while in residence at OSU (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 one from below)

- GEO 512 Igneous Petrology (4)
- GEO 527 Volcanology (4)
- GEO 530 Geochemistry (3)
- GEO 540 Economic Geology (4)
- GEO 597 Field Mapping of Ore Deposits (3)
- GEO 622 Igneous Petrology (3)
- GEO 633 Geochronology and Isotope Geology (3)

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

- GEO 561 Geology of Earthquakes (3)
- GEO 563 Geophysics and Tectonics (4)
- GEO 536 Structural and Neotectonic Field Methods (3)
- GEO 537 Tectonic Geomorphology (3)

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

- GEO 514 Groundwater Hydraulics (3)
- GEO 532 Applied Geomorphology (3)
- GEO 533 Coastal Geomorphology (3)

- GEO 548 Field Research in Geomorphology and Landscape Ecology (3)
- GEO 581 Glacial Geology (4)
- GEO 582 Geomorphology of Forests and Streams (3)
- GEO 586 Quaternary Paleoclimatology (3)
- GEO 588 Quaternary Stratigraphy of North America (3)
- GEO 589 Role of Fluids in Geologic Processes (3)

GUIDELINES AND CHECKLIST FOR PH.D. PROGRAM

- _____ 1. **Initial advising and selection of first term classes - Before classes begin**
Initial orientation and advising are usually provided by the geology program director and the student's major professor respectively. You should assume responsibility for this contact.

- _____ 2. **Meet with your major professor - 1st or 2nd term of program**
By the end of your first term, meet with your major professor and discuss research interests and compatibility. You may also meet with other professors if you find that your interests and goals have changed. It is most advantageous not to delay the selection of a final major professor. Confirm agreement with a major professor by the end of your second term.

- _____ 3. **Form your doctoral committee – 1st or 2nd term of program**
The graduate committee is made up of a minimum of five faculty with your major professor as chair. At least two committee members must be regular geosciences faculty and one faculty member must represent the minor field, if a minor is chosen. The Graduate School provides a list of Graduate Council Representatives from which you choose an additional member to complete your committee.

- _____ 4. **Prepare program of study – 2nd term of program**

- _____ 5. **Schedule a program meeting with your committee – 1st or 2nd term**
After discussion with your major professor, schedule a meeting with all committee members. Your program should be informally reviewed by all committee members before the meeting. The program must be approved by the geology program director before submitting it to the Graduate School

- _____ 6. **File program of study – 2nd term (before completion of 18 credit hours)**
The program of study form is available on the Graduate School web site at 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 on the web page listed above. If the doctoral program is not filed by the end of the fourth term, the student is not making acceptable progress and may be dropped from the program.

- _____ 7. **Enroll in GEO 507 Seminar and GEO 518 Geoscience Communication – 2nd term**

- _____ 8. **Prepare research proposal in consultation with major professor. Hold a proposal review meeting (proposal defense). Submit proposal to department office to be placed in your student file – 1st to 5th term**

Prepare a formal proposal of a research problem and design of research. Schedule a meeting of the full committee, including the Graduate Representative, and present the proposal. Normally serious research begins after the oral examination; however *it is desirable to have begun consideration of your research problem earlier. Secure committee approval.*
- _____ 9. **Seek financial support for proposed research – ongoing**
- _____ 10. **Present preliminary dissertation proposal at GEO Day – May of 1st year**
- _____ 11. **Complete full proposal prior to taking written examination – before end of 5th term**
- _____ 12. **Schedule comprehensive preliminary examinations – after completing all above**

The examination is in two parts, to be passed in sequence. Only the second part is scheduled with the Graduate School.

 - Written preliminary exams – make arrangements for exam with program director
 - Oral preliminary exams – Must be scheduled one week in advance with the Graduate School by submitting the exam scheduling form available online at http://oregonstate.edu/dept/grad_school/current/forms.html. Provide a copy of the exam scheduling form to Stacey in the department office.

Upon passing both the written and oral exams, the student is advanced to doctoral candidacy or ABD (all but dissertation).
- _____ 13. **Present final dissertation proposal and progress at GEO Day – May of 2nd year**
- _____ 14. **Research and write your dissertation**

During the research and writing, maintain rapport with your major professor and all committee members in order to gain their guidance.
- _____ 15. **Submit drafts of your dissertation to major professor – at least one term before final exam (defense)**
- _____ 16. **Submit pretext pages of dissertation to Graduate School for editing and schedule final defense—at least two weeks before final defense**

After approval of your dissertation by your major professor and other members of your committee, schedule final examination date and time with all committee members. Come to the department office and reserve a room for the meeting. Once the date, time and location are set, schedule the meeting with the Graduate

School by submitting the Event Scheduling Form. At this time students must submit the pretext pages only of the dissertation to the Graduate School for editing instead of the entire draft. If spring term, check the deadline dates. You should also apply for graduation with the Graduate School at this time. Submit copy of the exam scheduling form to Stacey in the department office with the title of your dissertation.

_____ 17. **Submit final dissertation – within 6 weeks of defense**

Submitted the dissertation as one bound copy to the department , one bound copy to your major professor and as one unbound copy to the Graduate School. In addition, a single, electronic PDF file must be submitted to ScholarsArchive, the OSU institutional repository. See http://oregonstate.edu/dept/grad_school/current/thesis.html for more information especially instructions for electronic submittal of the dissertation.

_____ 18. **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 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

Graduate Program and all necessary forms are available by clicking on “Graduate Forms” on the web at http://oregonstate.edu/dept/grad_school/.

The OSU Graduate School Survival Guide, a step-by-step guide to processing through your graduate degree can be found at http://oregonstate.edu/dept/grad_school/current/success.html.

OSU Graduate diploma and commencement deadlines:
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.

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

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