Forest Ecosystems and Society Graduate Program
Final Exam Checklist

3 to 6 months before final exam

- ☐ Review the OSU Graduate Office's requirements[1] and deadlines.[2]
- ☐ Check with the Grad Coordinator to make sure you have completed program requirements
- ☐ Check with the Grad Coordinator to make sure your committee members are still on the FES Graduate Faculty

1 to 3 months before final exam

- ☐ Contact your graduate committee to arrange the date, time, and place of the exam.
- ☐ Contact the Grad Coordinator to reserve a room. If doing defense remotely, still share your defense date and time with the coordinator. Arrange for COF Helpdesk help if you would like by emailing forestry.helpdesk@oregonstate.edu
- ☐ Make sure you'll be registered for at least 3 graduate credits during the term you defend

2 to 5 weeks before final exam

- ☐ Distribute copies of your learning outcomes to your graduate committee.
- ☐ Remind your graduate committee of the date, time, and location of the exam.
- ☐ Supply the requested info to the Grad Coordinator for defense advertising: Title, picture(s) for monitor slide, zoom link

The following items must be done at least two weeks prior to your final exam, per Graduate School deadlines:
- ☐ Distribute examination-ready copies of your thesis/dissertation to your graduate committee.
- ☐ Send your thesis/dissertation pretext pages to the Graduate Office's Thesis Editor (currently Sean Walsh). MF students do not do this.
- ☐ File a diploma application, form on this list.
- ☐ Submit an Exam Scheduling Form to the Graduate Office. (also at this link)

1-2 weeks before final exam

- ☐ Make sure your Grad Rep (GCR for thesis students, advisor for MF students) has received paperwork from the Graduate Office.
- ☐ Double-check your room reservation, if relevant.

Immediately after final exam

- ☐ Make sure your FES Representative turns in your Learning Outcomes (LO) Assessment to the coordinator.
- ☐ Make sure your Grad Rep turns all required paperwork in to the Graduate Office. The coordinator can help get signatures before turning those in.
- ☐ Meet with your major professor to review any requested revisions and establish a timeline for completion.[3]
- ☐ Work with the Grad Coordinator to set up an exit interview with the Program Director (on Zoom or in person).
- ☐ Submit the ETD Submission Approval Form when your revisions are complete, link on this page.
- ☐ Complete the tasks on the checkout checklist the coordinator gives you after your exam.

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[1] Don't stop at the requirements and deadlines for your final exam – look into everything that happens during that phase, including thesis/dissertation submission, last minute requirements, and commencement.

[2] Many deadlines are different for students graduating in Spring. If this is you, be sure to review the adjusted deadlines for applying for a diploma, turning in your thesis, and conducting your final exam. These deadlines will be lower down on the Graduate School deadlines page.

[3] Your thesis/dissertation must be submitted with the signed ETD Submission Approval form within 6 weeks of your defense or before the next term begins, whichever comes first.