

Graduation Checklist: This is a typical graduation plan. See the [FST Graduate Student Handbook](#) and [Graduate School Handbook](#) for complete details.

- Form and meet with the Advisory Committee to approve the course plan before the end of the first term. Submit a copy of the signed [course plan form](#) to the Academic Program Coordinator.
- Meet with the Advisory Committee occasionally to discuss research progress.
- If on a GA, fellowship, or another stipend, register for 18 credits per semester and 12 in summer.
- Take both seminar classes (FDSCTE 8991 and 8992).
- For PhD, pass your Proposal Defense before the end of the second year and before scheduling your candidacy exam. Give your proposal (focused on future work) to the committee one week before the exam. Submit signed [Approval of the Research Proposal form](#) to the Academic Program Coordinator.
- For PhD, complete the candidacy exam.
 - Form your Examination Committee, usually the same as your Advisory Committee.
 - Normally all classes in your course plan should be completed before taking the candidacy exam.
 - Take the written examination, coordinated by your advisor, no more than one month before the oral exam.
 - Submit date for the oral portion of the candidacy exam to the graduate school at least two weeks before the exam using this form: [Application for Candidacy Exam](#).
 - After passing the exam, make sure that all committee members have electronically signed the Report on Candidacy Form and submitted the [Graduate Program Assessment and Evaluation Forms](#) to the Academic Program Coordinator. Submit a printed version of the completed Report on Candidacy Form form to the Academic Program Coordinator.
- Complete program credit requirements as outlined in the FST Graduate Handbook with a GPA higher than 3.0.
- Submit research results for publication.
- Submit an electronic Application to Graduate Form ([Graduate School Graduation Forms](#)) to the Graduate School at the start of the term you intend to graduate (no later than the third Friday of that term). For the application to be approved by the GSC, you will need to update your approved course plan and obtain your advisor's signature indicating that you completed your course plan. [This form](#) must be submitted to the Academic Program Coordinator before the application deadline. If you are unable to graduate that term, notify the Graduate School promptly.
- Submit thesis or dissertation to your research committee at least 1 week (MS) or 3 weeks (PhD) before the date of the final oral exam. For PhD, this gives the committee 1 week to read it before they sign the Application for Final Examination Form ([Graduate School Graduation Forms](#)).
 - Have the thesis or dissertation checked by the Graduate School for formatting, according to the rules in the [Graduate School Handbook](#).
- For PhD, electronically submit the [Application for Final Examination Form](#) at least two weeks before the final oral exam. Make sure that all committee members have electronically signed the form before the deadline. Submit a printed version of the completed form to the Academic Program Coordinator.
- Email Academic Program Coordinator with title, name of advisor, date, time, and location of defense at least 7 days before the defense.
- Pass the final oral exam and make sure all committee members have electronically signed the [Report of Final Examination](#) form by the deadline (about 10 days before the last day of class, depending on the term). Submit a printed version along with the signed [Graduate Program Assessment and Evaluation Forms](#) to the Academic Program Coordinator.
- Submit the final, bound thesis to your advisor. Verify that all committee members have electronically signed the [Report on Final Document form](#) by the deadline (near the last day of class, depending on the term).
- Submit the thesis or dissertation electronically. Instructions at [Graduate School Final Semester Checklist](#).
- GRAs end on the dates set by the Graduate School, generally mid-May, mid-August, and the end of December. Get approval before accepting work before that date. If you will continue to work at OSU after graduation and you are not registered as a student, you must be appointed to an hourly or salaried appointment. International students must resolve I-20 and practical training issues.