

**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 Advisory Committee to approve course plan before the end of the first term. Submit copy of signed course plan to the Academic Program Coordinator.
- Meet with advisory committee occasionally to discuss research progress.
- If on a GRA, fellowship, or other stipend, register for 18 credits per semester, and 8 in Summer.
- Enroll in seminar (FST 8991) two times, once each in Autumn and Spring.
- 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 a week before the exam. Submit signed Proposal Defense form to the Academic Program Coordinator.
- For Ph.D., complete candidacy exam.
  - Form your Examination Committee, usually the same as your Advisory Committee.
  - Normally all of your classes in your course plan should be completed.
  - Take the written examination, coordinated by your advisor, a 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. Submit a printed version of the completed form to the Academic Program Coordinator. .
  - Please note that the candidacy exam must be completed at least two semesters prior to graduation.
- Complete at least 30 total and 20 course credits for MS, 80 total and 40 course credits for PhD, 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). In order 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 prior to the application deadline. DO NOT mail this form unless you allow a week for delivery. 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 (M.S.) or 3 weeks (Ph.D.) before the date of the final oral exam. For Ph.D., 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 prior to the deadline. Submit a printed version of the completed form to the Academic Program Coordinator.
- Pass 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 to the Academic Program Coordinator.
- Submit 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 thesis or dissertation electronically. Instructions at [Graduate School Forms and Guidelines](#).
- GRAs end on the dates set by the Graduate School, generally mid-May, mid August, and 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 & practical training issues.

