

Graduate Student Exit Checklist

Please use this list as a tool to help with the tasks you need to complete as you prepare to finish your graduate program.

Four months before

- Submit approved Program of Study to the Graduate School for auditing.

Two weeks before

- Submit diploma application to the Graduate School, except for spring (see commencement deadlines at <http://gradschool.oregonstate.edu/progress/deadlines>).
- Coordinate with committee to set a time and date for the exam.
- Reserve a room for the exam.
- Schedule final oral exam with the Graduate School.
- Inform the Chemistry Office so the exam announcement goes out.
- Submit pre-text pages to the Graduate School for editing.
- Distribute a defensible thesis copy to your committee.

Six weeks after or before the first day of the following term (whichever comes first)

- Submit a final Electronic Thesis, instructions at <http://guides.library.oregonstate.edu/scholarsarchive/GradDeposit>
- Submit a signed ETD, copy of title page, and Survey of Earned Doctorate Certificate of Completion to the Graduate School.
- Submit one final thesis copy (electronic) to the Chemistry Office, and a copy to your major advisor.

Before leaving campus

- Arrange to meet with the Associate Dean for Academic Programs for an exit interview. Complete the exit survey and check-out form and bring them to the appointment.
- Arrange to meet with the Graduate Coordinator for an exit interview.