

Forest Ecosystems and Society Graduate Program

Final Exam Checklist

3 to 6 months before final exam

- Review the OSU Graduate School's requirements¹ and deadlines.²
- Check with the Grad Coordinator to make sure you have completed all FES Grad Program requirements
- Make sure that all members of your committee are current members of the OSU 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.³
- Make sure you'll meet the Continuous Enrollment requirements for the term that you're defending in.

2 to 5 weeks before final exam

- Distribute copies of your competencies or learning outcomes to your graduate committee.
- Remind your graduate committee of the date, time, and location of the exam.

The following items must be done at least two weeks prior to your final exam, per Graduate School deadlines:

- Distribute examination copies of your thesis/dissertation to your graduate committee.
- Send your thesis/dissertation pretext pages to the Graduate School Thesis Editor. (currently Julie Kurtz, 9/16)
- Apply for a diploma.
- Submit an Exam Scheduling Form to the Graduate School.

1-2 weeks before final exam

- Send the title of your thesis/dissertation to the Grad Coordinator.
- Make sure your Grad Rep has received paperwork from the Graduate School.
- Double-check your room reservation.
- Contact the Grad Coordinator to complete any unfinished advertising preparations.

Immediately after final exam

- Make sure your FES Representative turns in your FES Grad Assessment.
- Make sure your Grad Rep turns all required paperwork in to the Graduate School.
- Meet with your major professor to review any requested revisions and establish a timeline for completion.⁴
- Work with the Grad Coordinator to set up an exit interview with the Department Head.
- Complete the tasks on the check-out checklist.

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 During construction of the Forest Science Complex, rooms in Richardson Hall will have limited availability. Reserve your room early, and (if possible) prepare a couple backup dates and times for your final exam in case there are no available rooms during your preferred time.

⁴ 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. It is simplest to get this form signed during your exit interview.