

# OKLAHOMA STATE UNIVERSITY

## Master of Science

### CHECKLIST

#### Graduate College

- Complete Graduate College Application:

online: <http://gradcollege.okstate.edu>

If you choose to submit your application using the web-based application, the fee is \$40 (first application) or \$25 (additional applications). The application website is at: <https://app.it.okstate.edu/gradcollege/>

A non-refundable application fee is submitted in paper form of \$50.00 (first application) or \$25 (additional applications or transition from Special (non-degree seeking) status) is required. The application fee can be paid either by check or money order payable to "Oklahoma State University." Applications cannot be processed until this fee is received.

- Include two copies of Official Transcripts from all college level work
- Include Application Fee
- Submit to the Program Coordinator at 002 LSE*
- Goal Statement
- Three letters of recommendation
- Copy of Resume/Vita
- A minimum 3.0 GPA
- GRE scores
- Course Evaluation Form (will be sent to you after application is filed with the Graduate College)
- Agreement to advise from faculty member

#### Student's Responsibilities After Application Process

- Enroll (*must complete 6 credit hours during each 12- month period to be continuously enrolled*)
- Select a Committee
- Develop a Plan of Study (*must be filed prior to completing the 17<sup>th</sup> hour*) Then submit Plan of Study to Program Coordinator for Approval and Submittal to Graduate College.

<http://gradcollege.okstate.edu/download/plansforms.htm>

- Determine option:
  - Creative Component
  - Thesis
  - Report

- File Institutional Review for Use of Human Subjects (IRB) form (*if human subjects are used in research*)
- Consult with advisor concerning internship
- Report results to Graduate College (thesis only)
- Thesis (see Graduate College for guidelines and calendar)
- Creative Component (complete forms available from the Program Coordinator)

**Graduation Requirements.:** The responsibility for satisfying all requirements for a degree rests with the student. Advisers, faculty members and administrators offer help to the student in meeting this responsibility.

- Enroll for minimum graduating semester credit hours
- File Graduation Clearance form:
- [http://gradcollege3.okstate.edu/gradcord/download/Grad\\_Clearance\\_form.pdf](http://gradcollege3.okstate.edu/gradcord/download/Grad_Clearance_form.pdf)
- Submit Final Revision of Plan of Study
  - Only if plan has changed since last time filed with Graduate College
- File Diploma Application Form
  - <http://www.okstate.edu/registrar/FormsOnline/DiplomaApplication.pdf>
- Check Academic Calendars for Graduate College and University
  - [http://gradcollege.okstate.edu/current\\_student/calendar.html](http://gradcollege.okstate.edu/current_student/calendar.html)
  - <http://www.okstate.edu/registrar/AcademicCalendar/AcademicCalendarMain.html>
- Write thesis (6 hrs of ENVR 5000) following OSU Guidelines (Graduate College website for guidelines) Write report (2 hrs of ENVR 5000) creative component ENVR 5510 following guidelines found at:
  - <http://environ.okstate.edu/ES/Internships.htm>
- Submit final copy to Committee Members for defense
- Set up a time with all members and give oral defense
- Submit Draft copy of thesis (thesis option only) – 202 Whitehurst
- Submit Results of Final Exam (thesis option only) – 202 Whitehurst
- Submit Final Copy of thesis (thesis option only)
- Complete coursework
- Submit change of final grade form for thesis credit hours (not available after Fall 08)
- Purchase academic regalia from Student Union Bookstore
- Attend Graduate College Hooding Ceremony

**NOTE: Do not forget to schedule an exit interview with Director. Call 405-744-9994 to arrange an interview.**