

COLLEGE OF WILLIAM & MARY
SCHOOL OF EDUCATION
Office of Admissions and Professional Services

CHRONOLOGICAL CHECKLIST
for School of Education Graduate Degree Candidates

DOCTORAL STUDENTS

- [] Meet with advisor to plan program of studies as soon as you are admitted.

- [] File **Program of Studies** form with the Office of Admissions and Professional Services (Jones 100) during your first semester of matriculation. If relevant, be sure to have all course exemption/advanced placement and transfer credit forms completed and returned to the Office of Admissions and Professional Services. *Don't forget to keep a copy of your program of studies for yourself!*

- [] Apply to take the **doctoral comprehensive examination** by completing the **Registration for Doctoral Comprehensive Examination** form (Jones 100). Exams for all programs are offered in both fall and spring. The deadline to register for the fall semester exam is early-August, and the deadline to register for the spring semester exam is early-December.*

- [] File a **Comprehensive/Doctoral Committee Approval Form**. The form must be completed and returned to the Office of Admissions and Professional Services (Jones 100) prior to the doctoral comprehensive examination.

- [] File a **Dissertation Committee Approval Form** with the Office of Admissions and Professional Services (Jones 100). (You will be sent one when you have passed the doctoral comprehensive examinations.)

- [] File a **Dissertation Proposal Approval Form** with the Office of Admissions and Professional Services (Jones 100). (You will be sent one when you have passed the doctoral comprehensive examinations.)

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- [] Complete a **Proposal for Research Involving Human Subjects Form** (Contact your dissertation committee chair for further information.)

- [] Make sure you have a **Dissertation Publication Packet**. (You will be sent one when you have passed the doctoral comprehensive examinations.)

- [] Make sure the **doctoral residency requirement** has been fulfilled.

Ph.D. Residency: Ph.D. students must enroll in full-time course work (minimum of nine academic course hours) for two consecutive semesters during the regular academic year (Fall and Spring terms, or Spring and Fall terms), excluding internships and doctoral dissertation credits. No more than three credits per semester may be taken as independent study. Students may earn internship or dissertation credit during their residency period by enrolling for more than the minimum nine academic course credit hours.

Ed.D. Residency: Ed.D. students must enroll in six semester hours of course work for two consecutive terms (Fall, Spring, or Summer), excluding internships and dissertation credits.

- [] Apply for **graduation** (Jones 100) by early-July for December graduation; by early-October for May or August graduation.*

* Be sure to check the calendar on the School of Education web site at:

<http://www.wm.edu/education/announcements.html>

All of the aforementioned forms are available at:

<http://www.wm.edu/education/forms/index.php>

If you have questions about the checklist, contact:
Gwendolyn Pearson, Director of Records & Matriculation
Jones Hall 100, phone # (757) 221-2316, email gepear@wm.edu

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