



William & Mary School of Education

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 Academic Programs 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 Academic Programs. *Don't forget to keep a copy of your program of studies for yourself!*
- [] Make sure the **doctoral residency requirement** has been fulfilled.

For **COUNSELOR EDUCATION**

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.

For **EDUCATIONAL POLICY, PLANNING & LEADERSHIP (EPPL)**

Ph.D. Residency: Ph.D. students in EPPL may fulfill the residency requirement by completing one of the below-listed options:

Option A requires students to enroll in a minimum of nine academic credit hours for two consecutive semesters (excluding summers), excluding internships and dissertation credits. No more than three credits per semester may be taken as independent study during the residency. Students may earn internship or dissertation credit during their residency period by enrolling for more than the minimum nine course credit hours. Internship and dissertation credits do not count toward residency. Students in the residency phase of the Ph.D. program are full-time students, and as such are expected to participate in a variety of professional socialization experiences, such as conference proposal preparation, making presentations during seminars and symposia, and writing for publication.

Option B requires students to enroll in a minimum of six academic credit hours for two consecutive semesters (excluding summers), excluding internships and dissertation credits. Independent study courses do not count toward fulfilling the credits for residency. Students may earn independent study, internship, or dissertation credit during their residency period by enrolling for more than the minimum six course credit hours. Internship, independent study, and dissertation credits do not count toward residency. Students in the residency phase of the Ph.D. program are expected to participate in a variety of professional socialization experiences, and if students selection Option B, they are required to submit a proposal to a professional conference or submit a scholarly journal article as part of their scholarly preparation.

EPPL 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 to take the **doctoral comprehensive examination**.

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.

For **EPPL** students – complete the **EPPL Comprehensive Examination Registration** form and submit it to the Office of Academic Programs. You would be eligible for the exam when you have completed all of your EPPL core courses and all of the research courses required in your program. Please note that you must be enrolled during the semester that you take this exam.

For **COUNSELOR EDUCATION** students -- complete the **Registration for Doctoral Comprehensive Examination** form.

You must have met one of the following criteria to qualify to take the Counselor Education comps:

- *have completed all course work (excluding dissertation)*
OR
- *be within six hours of completion of your required courses (excluding dissertation)*
OR
- *be in your final semester of course work (excluding dissertation)*

For **COUNSELOR EDUCATION** students: file a **Comprehensive/Doctoral Committee Approval Form**. The form must be completed and returned to the Office of Academic Programs prior to the doctoral comprehensive examination.

- [] File a **Dissertation Committee Approval Form** with the Office of Academic Programs. (You will be sent one when you have passed the doctoral comprehensive examination.)
- [] File a **Dissertation Proposal Approval Form** with the Office of Academic Programs. (You will be sent one when you have passed the doctoral comprehensive examination.)
- [] Complete a **Proposal for Research Involving Human Subjects Form** (Contact your dissertation committee chair for further information.)
- [] Become familiar with the formatting, mechanical requirements, document specifications, and submission of your **DISSERTATION**. The link to the instructions for submitting your final manuscript is:

<http://education.wm.edu/academics/policies/dochandbook/dissertation/submission/index.php>

- [] Apply for **graduation** (instructions will be sent from the School of Education) by July 1 for January graduation; by October 1 for May or August graduation.

Be sure to check the calendar on the School of Education web site for specific dates regarding **deadlines** at:

<http://education.wm.edu/announcements/calendars/academic/index.php>

All of the aforementioned forms are available at:

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

If you have questions about the checklist, contact:
Gwendolyn Pearson, Registrar, School of Education
Office of Academic Programs, phone # (757) 221-2316, email gepear@wm.edu

Revised 7/29/2016