

**STUDENT CHECKLIST  
OF GENERAL PROGRAM REQUIREMENTS  
PH.D. IN EDUCATION PROGRAM**

- Student Program Planning/Advising Form.** Completed by the student and advisor no later than the semester in which the 9th credit hour is completed.
- Qualifying Examination.** Students must take a qualifying exam after completion of fifteen to eighteen credits, including four courses in research and educational foundations (EDUS 702, 703, 710 and STAT 608) and at least one concentration course (determined by advisor).
- Continuing Doctoral Status (CDS).** Awarded by the Director of the Doctoral Studies program. Students must pass the Qualifying exam, complete any remedial plan, and file their Final Program of Study form.
- Final Program Plan of Study Form.** Completed by the student and advisor, before CDS has been awarded and before the completion of the 18th credit hour.
- Request for Change in Final Program Plan of Study Form.** Completed by the student and advisor if there are any changes in the Final Program Plan of Study prior to student enrolling in alternate course(s).
- Co-curricular Activity Form.** Completed by the student and advisor to outline the specifics of co-curricular activities determined to assist student in gaining professional experiences important for long-term career goals in research, teaching, leadership, and/or service to the field. Submit to the Director of Doctoral Studies. .
- Externship Application.** Completed by the student, advisor, and on-site supervisor in the semester prior to the Externship experience.
- Comprehensive Examination.** In consultation with the advisor, the student follows concentration-specific steps for registration, preparation, and administration of the comprehensive exam.
- Dissertation Committee Membership Request.** In consultation with the student, the advisor submits a dissertation committee membership form to the Director of Doctoral Studies requesting committee membership no later than the end of the semester in which EDUS 890: Dissertation Seminar is completed.
- Prospectus Review.** In consultation with dissertation chair, student submits an email to schedule the prospectus review. The email must include the requested date, time, and title of dissertation.
- Admission to Master's or Doctoral Degree Candidacy.** Completed by Dissertation Committee and Student after successfully defending the dissertation prospectus.
- Dissertation Defense.** In consultation with dissertation chair, student submits a letter or email with requested date, time, and title of dissertation and a copy of the completed dissertation to the Director of Doctoral Studies at least 2 weeks (10 working days) prior to the requested date.
- Binding of Dissertation.** Student submits final dissertation for binding to Cabell Library within 2 weeks (10 working days) of dissertation defense date. See the graduate bulletin for specifics at: <http://www.library.vcu.edu/preservation/ElectronicThesesandDissertations.html>.