VirginiaTech
Graduate School

MASTER/EDUCATION SPECIALIST FINAL EXAM CHECKSHEET

LAST/FAMILY NAME | FIRST/GIVEN NAME | MIDDLE NAME | SUFFIX

Student ID Number: _____

Department: _____

Last Term Attended ☐ FALL ☐ SPRING ☐ SUMMER I ☐ SUMMER II _____ year

Overall GPA: _____

Plan of Study GPA: _____

Need to Readmit: ☐ YES ☐ NO

Order file: ☐ YES ☐ NO **DATE:** _____

Final Exam Checksheet

- ❑ Plan of Study approved for degree/major
- ❑ Plan of Study approved with the minimum semester hours for the department
- _____ ❑ Thesis (T), Non-thesis (NT), or Project & Report (PR)
- _____ ❑ Research and Thesis hours (minimum 6 hours, no more than 10)
- _____ ❑ Project and Report hours
- _____ ❑ 5000 level courses and above (see Graduate Catalog for maximums)
- _____ ❑ 4000 level courses (see Graduate Catalog for maximums)
- _____ ❑ Independent or Special Study (see Graduate Catalog for policies)
- _____ ❑ Transferred 5000 level courses (B or higher; 50% of total graded coursework listed on Plan of Study)
- _____ ❑ Transferred 4000 level courses (B or higher; 50% of total graded coursework listed on Plan of Study)
- ❑ Transferred courses verified with transcript
- ❑ Coursework 5 or more years old have approved justification (good for one year)
- _____ ❑ Total plan of study hours taken

- ❑ Committee on Plan of Study is committee on final exam request.
- ❑ All committee members are Virginia Tech faculty or approved non-Virginia Tech faculty
- ❑ Application for Degree submitted
- ❑ Student classified as Regular Masters

Courses left, not taken on Plan of Study: _____

Current registration: _____

- ❑ Holds on student account (hold for grades, not for money owed)

- ❑ Exam packet was sent to department, Date: _____
- ❑ ETD fee added
- ❑ Exam listed in Spreadsheet

GRADUATE SCHOOL signature | date

Questions? Call 540/231-8636 or e-mail *gradappl@vt.edu* for assistance.