Virginia Tech
Graduate School

PHD/EDD 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: _____

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

Final Exam Checksheet

- ❑ Satisfaction of Residency; Date: _____
- ❑ Plan of Study approved for degree/major
- _____ ❑ Plan of Study approved with a minimum of 90 semester hours
- _____ ❑ Research and Dissertation hours (minimum 30 hours except BIOL, CHEM, HORT)
- _____ ❑ 5000 level courses and above (27 minimum except BIOL, CHEM, HORT)
- _____ ❑ 4000 level courses
- _____ ❑ Seminars: (0-4 credit hours; can be P/F)
- _____ ❑ Independent or Special Study: 18 semester hours (Make sure all 4984's are approved)
- _____ ❑ Transferred 5000 level courses (B or higher; 50% of total graded coursework listed on the Plan of Study)
- _____ ❑ Transferred 4000 level courses (B or higher; 50% of total graded coursework listed on the Plan of Study)
- _____ ❑ Transferred courses verified with transcript
- _____ ❑ One academic year in residence (24 hours) – at least 12 credit hours per semester
- ❑ Coursework 5 or more years old have approved justification (good for one year; not needed if preliminary exam was taken within 7 years)
- _____ ❑ 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 90 PHD/EDD

Courses left, not taken on Plan of Study: _____

Current registration: _____

- ❑ Preliminary exam passed
- ❑ 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.