

**Ph.D./Ed.D Checklist**

- Official transcripts sent to Graduate School for transfer credits, if applicable
- Approved Plan of Study/PhD, by the end of the third academic semester (based on full time enrollment of at least 12 credit hours per semester). Approved Plan of Study/EdD, is due no later than 30 days following the successful completion of the required Qualifying exam.
- Submit Preliminary Exam Request Form; must be received at least two weeks prior to desired examination date at the Graduate School
- Submit AFDC (Application for Degree or Certificate) on HokieSPA
- Registration or DSS (Defending Student Status) if not already registered
- Submit Final Exam Request Form; must be received at least two weeks prior to desired examination date at the Graduate School
- Exam packet and Final Exam Card will be mailed to your committee chair
- Your committee chair returned the signed Final Exam Card within 1-2 business days
- Submit ETD Approval Form with original signatures
- Submit IRB, (human subjects), copyright permission granted letters, if applicable.
- Submit ETD .pdf file via <http://etd.vt.edu>
- Pay all student fees at Student Accounts
- Grades posted on all coursework
- Survey of Earned Doctorates

**Questions?** Call 540/231-8636 or e-mail [gradappl@vt.edu](mailto:gradappl@vt.edu) for assistance.