Ph.D. Graduate Student Record

Instructions: This sheet is to be completed by the student and major advisor and kept in the student's file in VMA 202. It is designed to monitor the progress of the student and to ensure that all requirements are met for graduation. At the student's final defense, this completed sheet should be signed by all of the committee members to confer their agreement that all requirements for graduation have been met. When the chairman signs off on the dissertation, this form should be included.

Student Name: _____ SS# _____ Major:_____

Date of acceptance / entry into VTPB PhD program:_____ Advisor:_____

Requirement	Date Completed	Initials: Student	Advisor
Lab rotations completed (may not be applicable to all students)			
Establish formal advisory committee			
Submit Degree Plan to Office of Graduate Studies			
Submit research proposal to advisory committee			
Submit final research proposal to Office of Graduate Studies			
Complete preliminary examination within 1 semester of completing formal coursework except research hours			
Required Annual Committee Meetings: Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year (7)			
Submit written problems or deterrents to progress to committee if fail to graduate at the end of year 7.			
Peer-reviewed manuscript #1 accepted for publication.			
Peer-reviewed manuscript #2 accepted for publication.			
Give departmental Seminar			
Give dissertation in final form to advisory committee members for corrections and approval (a minimum of 3 weeks before the final defense)			
Final Defense			
Submit corrected dissertation to Office of Graduate Studies with signed forms (see OGS calendar for deadlines)			
Graduate			

Signatures of Committee Members:

_____ _____

_____ _____

_____ _____