

Welcome to the Ph.D. in Environmental Design & Planning (Ph.D. EDP)!

This checklist provides a list of activities you must undertake to complete your degree requirements. While not exhaustive, this checklist identifies key documentation and deliverables that you must produce to complete your degree. Please refer to the BC Graduate Guidebook (<http://www.bc.vt.edu/graduate-guidebook>) and the Graduate School web site (<http://graduateschool.vt.edu>) for specific questions. You can also consult with the BC Graduate Chair, the BC Graduate Coordinator, or other faculty at any time.

	What	When	Where	For information...
<input checked="" type="checkbox"/>	Candidate Statement	As part of application	Online application system	http://www.bc.vt.edu/phd-admissions
	Commitment from Committee Chair	After faculty has agreed to serve as chair (first semester)	To BC student file	Email from Committee Chair to Graduate Coordinator
	Statement of Intent	Prior to Qualifying Exam (second semester)	To Advisory Committee Upload to Canvas portfolio	Examples online at...
	Draft Plan of Study	Prior to Qualifying Exam (second semester)	To Advisory Committee Upload to Canvas portfolio	PhD Plan of Study Template
	Qualifying Exam Results Letter/Rubric	After Qualifying Exam	To student To BC student file	Drafted by Examining Committee Chair and signed by Qualifying Committee members
	Approved Plan of Study	After Qualifying Exam; no later than end of third semester	To Graduate School To BC student file	PhD Plan of Study Template
	Draft Doctoral Pre-proposal	As soon as ready; >2 weeks prior to Pre-proposal meeting	To Advisory Committee Upload to Canvas portfolio	Examples online at...
	Written Preliminary Exam Questions	Following Pre-proposal meeting	To student To Advisory Committee	Drafted by Committee Chair and reviewed by Advisory Committee members
	Written Preliminary Exam Results	Deadline and format determined by Advisory Committee	To Advisory Committee Upload to Canvas portfolio	Submitted by student to Advisory Committee
	Request to Admit Candidate to Preliminary Exam	Following review of Exam Results by Advisory Committee; >2 weeks prior to oral Preliminary Exam	To Graduate School	Requested by student at http://ess.graduateschool.vt.edu
	Oral Preliminary Exam Results	Within 2 days after the completion of the oral Preliminary Exam	To Graduate School To BC student file	Entered by Advisory Committee members at http://ess.graduateschool.vt.edu with note to student file
	Oral Prelim/Proposal Punchlist	Following oral Preliminary Exam	To Advisory Committee	Drafted by Student and Committee Chair and emailed to Advisory Committee
	Final Doctoral Proposal	>2 weeks prior to Proposal Defense	To Advisory Committee Upload to Canvas portfolio	Examples online at...
	Dissertation/Manuscript Outline	>2 weeks prior to Proposal Defense	To Advisory Committee Upload to Canvas portfolio	Examples online at...
	Final Doctoral Proposal Defense Results (may be combined with Oral Preliminary Exam)	After Proposal Defense	To student To BC student file	Drafted by Committee Chair and signed by Advisory Committee members
	Draft Dissertation/Manuscripts	>2 weeks prior to Pre-defense	To Advisory Committee	See https://www.lib.vt.edu/find/byformat/etds.html
	Pre-defense Results Punchlist	After Pre-defense	To Advisory Committee	Drafted by Student and Committee Chair and emailed to Advisory Committee
	Revised Dissertation/Manuscripts	>2 weeks prior to Final Examination/ Defense	To Advisory Committee	See https://www.lib.vt.edu/find/byformat/etds.html

	Request to Admit Candidate to Final Examination	>2 weeks prior to Final Examination/ Defense	To Graduate School	Requested by student at http://ess.graduateschool.vt.edu
	Final Examination/Defense Punchlist	After Final Examination/Defense	To Advisory Committee	Drafted by Student and Committee Chair and emailed to Advisory Committee
	Final Examination/Defense Results	Within 2 days of Final Examination/ Defense	To Graduate School To BC Student File	Results submitted online by Advisory Committee at http://ess.graduateschool.vt.edu with note to student file
	Final Dissertation/Manuscripts	Within 2 weeks of Final Examination/ Defense	To Graduate School Upload to Canvas portfolio	Submitted online via http://ess.graduateschool.vt.edu Format requirements at http://etd.vt.edu
	Dissertation Approval	Following Dissertation submittal within 2 weeks of Final Examination	To Graduate School To BC Student File	Results submitted online by Advisory Committee at http://ess.graduateschool.vt.edu with note to student file
	Application for Degree	By specified deadline for semester in which commencement is desired	On HokieSpa	<u>See Graduate School Commencement Guidelines</u>