

# *PhD Student Requirements for Counselor Education and Supervision Program Checklist*

- 1.) \_\_\_\_\_ Selection of Advisor  
(should be done within the first semester of attendance)
- 2.) \_\_\_\_\_ Program of Study  
(should be done within the first semester of attendance)
- 3.) \_\_\_\_\_ Dissertation Committee\*  
(should consider early in the program, but nothing has to be done until after completing the qualifying exam)

**Please note:** Students are responsible for obtaining committee members' signatures but can coordinate with the Student Development Specialist to assist with gathering the signatures.

A. \_\_\_\_\_ Application for graduate faculty appointment for outside member approved by graduate council **\*If applicable**

- 4.) \_\_\_\_\_ Qualifying Exam\*  
(should be done after completing 52 hours in the program-which is all coursework excluding internship and dissertation hours)
- 5.) \_\_\_\_\_ Dissertation proposal\*  
(should consider early in the program, but nothing has to be official until after completing the qualifying exam)

(Two weeks prior to proposal and defense, students must contact the Student Development Specialist to ensure e-mail invitations are forwarded to the College of Education and Human Development Dean, Associate Dean, and the Graduate School Dean.)

- 6.) \_\_\_\_\_ Admission to candidacy\*  
(after passing the qualifying exam and submitting dissertation proposal)
- 7.) \_\_\_\_\_ Draft dissertation to OGS\*
- 8.) \_\_\_\_\_ All copies of dissertation, UMI form to OGS\*

\*Indicates Office of Graduate School (OGS) approval.

