

COLLEGE OF WILLIAM & MARY
SCHOOL OF EDUCATION
Office of Academic Programs

CHRONOLOGICAL CHECKLIST
for School of Education Graduate Degree Candidates

MASTER'S STUDENTS

- [] Meet with advisor to plan program of studies as soon as you are admitted.
- [] File **Program of Studies** form with the Office of Academic Programs (Jones 100) during your first semester of matriculation. If relevant, be sure to have all course exemption/advanced placement and transfer credit forms completed and returned to the Office of Academic Programs. *Don't forget to keep a copy of your program of studies for yourself!*
- [] File for **licensure**, if applicable, two weeks prior to graduation. Please see the Associate Dean of Professional Services in Jones 305-B for applications and further information. You may also access the Virginia licensure application at:

<http://www.pen.k12.va.us/VDOE/newvdoe/Application.pdf>
or
<http://education.wm.edu/profserv/forms.php>
- [] Apply for **graduation** (Jones 100) by early-July for December graduation; by early-October for May or August graduation.
- [] For Counseling and Educational Leadership (K-12, Higher Ed, and Gifted Ed) **ONLY**, do **master's culminating experience** (exit interview, etc.) during the final semester for which you are registered.

Be sure to check the calendar on the School of Education web site at:

<http://education.wm.edu/calendars/academic/index.php>

All of the aforementioned forms are available at:

<http://education.wm.edu/forms/index.php>

If you have questions about the checklist, contact:
Gwendolyn Pearson, Graduate Registrar
Jones Hall 100, phone # (757) 221-2316, email gepear@wm.edu