

MS FWC Checklist

Note: *italics indicates requirements that might change with establishment of a core for the program*

Enrollment

- 12 hours/semester (can be research credits) to maintain fulltime status for graduate assistantship or 9 hours if not on a graduate assistantship
- Maximum of 18 hours per semester; >18 hours requires petition to grad school

Plan of Study-deadline

- Due by the end of “the second academic semester for all Master's degree students (based on full time enrollment of 12 credits per semester)”

Plan of Study-transfer credits

- No more than 50% of the graded credits transferred from an accredited university
- Earned while in good standing in graduate status at an accredited university
- Transfer credits are graded courses with a grade of “B” or better
- Transfer credits restricted to graduate level courses
- All courses must be approved by advisory committee, graduate program director, and department head for inclusion on student’s plan of study
- Research, Internship, Practicum, or Project and Report credit hours may not be transferred to VT

Plan of Study-degree requirements

- Minimum of 30 credits
- Minimum of 20 graded (i.e., non-research) credits at the 5000-level or higher*
- Minimum of 6 credit hours of Master's Research (5994) taken at VT
- Maximum of 6 graded credits of 4000-level courses (termed supporting courses by grad school; can be Special Study: 4984; but NOT 4974 or 4994). Grade of “C” or better on 4000-level courses to be included on Plan of Study
- Maximum of 6 credits in special study courses (5974, 5984, 6984)
- Graduate-level seminar (2 credit), FiW 5004
- Graduate level DEI seminar (1 credit) NR 5984
- Two statistics, methods, or data analysis courses as approved by advisory committee
- 2 courses (6 credits) from different FWC faculty (not FiW 5004 seminar)
- 3.0 GPA or better on graded course work

Advisory Committee

- Recommended committee formation by end of first academic semester and required by mid-second semester
- Approval of the advisory committee by graduate school as part of the Plan of Study
- Committee chair must be FWC Faculty

- A member from outside or inside VT can serve as a co-chair
- Minimum of three committee members
- Minimum of two FWC graduate faculty (inclusive of chair)

Evaluation/Examination

- Mandatory evaluation (and self-evaluation) before end of each year in the program
- Must maintain satisfactory evaluation to continue in the degree program
- Working Plan presentation by end of first year
- Working Plan final submission, no later than 6 months before thesis defense

Information Transfer/Outreach Requirements

- Deliver a formal presentation or poster at a professional meeting
- Prepare a manuscript that is suitable for submission to a peer-reviewed journal
- Deliver poster or presentation to non-technical audience or prepare a manuscript suitable for publication in non-technical journal, extension brochure, newsletter, or similar outlet-manuscript must be approved by committee
- Web research proposal summary posted

Graduation

- Complete all courses on final Plan of Study (see “**Plan of Study-degree requirements**”)
- Electronically submit a Degree Request online using HokieSPA by [posted deadline](#), usually ~2.5 months before end of semester
- Obtain permission from all committee members to schedule defense
- At least **two weeks before final exam** date:
 - Schedule final exam by [posted deadline](#)
 - Thesis approved by Chair (and Co-chair if applicable)
 - Run thesis through iThenticate
 - Notify graduate coordinator of date, time, and location
 - Reserve rooms for 1) public oral presentation and 2) closed exam
 - Submit defense-ready thesis to committee
- Submit electronic thesis (ETD) and ETD Approval Form within two weeks of exam or before [posted deadlines](#) for the semester, whichever is sooner

* Graded credits must be taken for an A/F grade unless the course is only offered P/F