

## PhD, Fisheries and Wildlife Sciences Checklist

**Note:** *underlined + italics sections indicate requirements that may change with establishment of a core for the program*

### **Enrollment**

- 12 hrs/semester (can be research credits) to maintain fulltime status for graduate assistantship
- Max of 18 hrs/semester; >18 hrs requires petition to grad school

### **Plan of Study-deadline**

- Due prior to completion of three academic semesters for all PhD degree students (based on full time enrollment of 12 credits/semester)

### **Plan of Study-transfer credits**

- Must be:
  - No more than 50% of the graded credits
  - Earned while in good standing in graduate status at an accredited university
  - Graded courses with a grade of “B” or better
  - Graduate level courses
  - Approved by advisory committee, graduate program director, and department head
  - Not Research, Project and Report, Practicum, or Internship credits

### **Plan of Study-degree requirements**

- Minimum of 90 credits
- Minimum of 27 graded (i.e., non-research) credits at the 5000-level or higher\*
- Minimum of 30 credit hours of PhD 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
- Max. of 18 credits in 5974, 5984, 6984 courses
- Max of 4, minimum 2, credits of graduate-level seminar, at least one of which is FiW 5004
- Two statistics, methods, or data analysis courses as approved by advisory committee*
- 3 courses (8 credits) from different FWC faculty (not FiW 5004 seminar)*
- 3.0 GPA or better on graded course work

### **Advisory Committee (part of Plan of Study)**

- Committee formation by end of second semester. Guidance here: [Grad Committees](#)
- Committee chair or co-chair must be FWC Faculty (outside member can serve as chair or co-chair)
- Minimum of 4 committee members with at least 2 FWC graduate faculty (including chair)

### **Evaluation/Examination**

- Mandatory committee evaluation (and self-eval) before end of each year in program (see [Eval](#))
- Address evaluation components such as website for Dept. (see [here](#)) with link to your lab’s webpage (if present), and technical and non-technical outreach (by end of program)
- Working Plan presentation by end of first year
- Working Plan final submission, no later than 6 months before dissertation defense
- Preliminary exam (written and oral) no later than 6 months before dissertation defense

### **Information Transfer/Outreach Requirement**

- 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 ([here](#))
  - Notify FiW graduate coordinator of date, time, and location
  - Reserve rooms for 1) public oral presentation and 2) closed exam
  - Submit defense-ready thesis to committee and make flyer for distribution
  - 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