

**Department of Counselor Education
Graduation Checklist – Ph.D. or Ed.D.**

Instructions

Complete and submit to department graduate coordinator prior to the last three weeks of the academic term preceding the one in which you intend to graduate. This form is designed to remind you of tasks to be accomplished in order for you to graduate, including tasks to be completed in the final term of enrollment.

Full name as it will appear on diploma

UFID

Month and year of anticipated graduation

First term & year in PHD program

Permanent mailing address

City

State

Zip Code

Email

Home Phone

Work Phone

Mobile Phone

Anticipated Degree(s) (check one) Ph.D. Ed.D.

Primary Program (check one)

Marriage & Family Counseling Mental Health Counseling School Counseling and Guidance

Have you met the UF doctoral residency requirements and completed 30 credit hours on the Gainesville campus of UF Yes No

Do you have an approved Planned Program on file? Yes No Current GPA _____

Have you completed a Change of Planned Program form(s) indicating changes you made (if any) in your Planned Program? Yes No N/A – No changes made

Have you officially transferred credits toward the degree you are seeking? No N/A – No transfer

Yes If Yes, total credits transferred _____ From what university _____

Total number of credits you will have completed when you complete your program _____

Do you have a Doctoral Supervisory Committee form containing accurate information on file with the department and with the Graduate School? Yes No

Current doctoral committee members

Chair _____

Committee Member _____

Committee Member _____

External Member _____

Department of Counselor Education
Graduation Checklist – Ph.D. or Ed.D.

Date of Oral Qualifying Examination _____

Date of Final Oral Dissertation Defense _____

Exact title of your dissertation _____

Have you submitted to the Graduate School the final copy of your dissertation

Yes No If No, when date you will submit final copy _____

Courses for which you currently have Incomplete (I) grades. Courses must be completed and grades changed before you can graduate.

_____ Course _____ Instructor _____

_____ Course _____ Instructor _____

_____ Course _____ Instructor _____

Courses for which you will register during your final academic term. You must be registered a minimum of 3 credits.

_____ Course _____ Credits _____

_____ Course _____ Credits _____

_____ Course _____ Credits _____

Have you paid required fees (e.g., tuition, library, parking fines, etc.) for your anticipated last term?

Yes No If no, when will you pay outstanding fees? _____

Do you plan to attend UF Commencement Ceremony Yes No

If Yes, have you asked a member of your doctoral supervisory committee to escort you at the ceremony? Yes If Yes, name of faculty escort _____

No If No, who are you going to ask _____

Do you plan to attend Counselor Education Graduation Ritual Yes No

Do you plan to seek State of Florida licensure as an LMHC Yes No

Do you plan to seek State of Florida licensure as an LMFT Yes No

Do you plan to seek SCG Certification Yes No

_____ Student Signature _____

_____ Date _____