

## CHECK-LIST OF PROGRAM FORMS FOR ALL GRADUATE COUNSELING PROGRAM STUDENTS

*(Copies of Forms Attached are to be completed by the student or by student and their advisor. Forms in shaded rows are not available to students. Those forms will be completed and processed by Counseling Program staff. Please contact your advisor or Counseling Program Administrative staff if you have questions or need a fresh form.)*

ALL ORIGINAL FORMS MUST BE FILED IN THE STUDENT'S PERMANENT COUNSELING PROGRAM FILE.

FORM	INSTRUCTIONS/DEADLINE
<a href="#">Student Information Form</a>	Start of Program - To Program Staff
<a href="#">Handbook Agreement Form</a>	Start of Program - To Program Staff
<a href="#">Program of Study</a>	Start of Program completed w/Advisor
<a href="#">Program Planning Worksheets</a>	Start of Program completed w/Advisor
** <a href="#">Transfer of Credit</a> (Only for Non UVM Courses)	Start of Program w/Advisor Original stamped college transcript to Advisor w/syllabus and <a href="#">Petition to Modify Form</a> . (Must Be Approved via <a href="#">Petition to Modify Form</a> prior to submission of transfer request.)
<a href="#">Petition to Modify Program Plan</a>	Prior to making any changes in your program of study. Must be approved by core faculty. Submit to your advisor.
<a href="#">Change of Program</a>	Prior to taking classes in requested program
<a href="#">Change of Advisor</a>	Consult with Program Coordinator first; Then meet with current advisor and have them sign the <a href="#">Change of Advisor Form</a> , then get new advisor approval on form and submit to Counseling Program Administrative Staff for processing.
<a href="#">Request for Leave of Absence</a> (Graduate College form)	Submit a request to your advisor.
<a href="#">Application for Independent Study</a> (College Form)	Approval Required from your advisor first, then faculty supervising independent study. Register for EDCO 397 with permission only. Permission must be obtained from the Program Coordinator after all approvals and documentation of course plan are received.
<a href="#">Application for Internship</a>	Every semester, full semester before you plan to begin Internship (due January 1 <sup>st</sup> )
Practicum/Internship Forms	See <a href="#">Internship Handbook</a> – copies available in office and online.
<a href="#">Intent to Graduate Form</a> (Graduate College Form)	June 1 for August Graduation; August 1 for October Graduation; October 1 for January Graduation; and February 1 for May Graduation
**ORALS Form	*Before ORAL Exam – Program Staff completes this form. May Graduates- ORALS by April 1; August Completion- ORALS by May 1; December Graduates- ORALS by November 1
<b>Clinical Mental Health or Dual Option Students</b>	
*** NCE	Final Semester in Program (optional)
<b>School or Dual Option Only</b>	
<a href="#">Licensure/Endorsement Eligibility Form</a>	Start of Program (complete form w/advisor and give to Counseling Program staff to process.)
<a href="#">Praxis</a>	Before Graduation. Must successfully complete in order to be recommended for School Counseling licensure.
<a href="#">Portfolio</a> (Portfolio Rubric)	May Graduates- Portfolios Complete by April 1; August Completion- Portfolios Complete by May 1; December Graduates- Portfolios Complete by November 1

\*\* Completed by Program Staff.

\*\*\* Applications will be available a few months before deadline. Notices will be sent via e-mail to the list. Not a requirement to graduate but highly recommended.