

## 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 Rose Mary 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
Student Information Form	Start of Program - To Program Staff
Handbook Agreement	Start of Program - To Advisor or Program Staff
Program of Study	Start of Program completed w/Advisor
Program Planning Worksheet	Start of Program completed w/Advisor
** Transfer of Credit (Only for Non UVM Courses)	Start of Program w/Advisor Original stamped college transcript to Advisor w/syllabus and petition to modify form. <i>(Must Be Approved via Petition to Modify form prior to submission of transfer request.)</i>
Petition to Modify Program Plan	Prior to making any changes in your program of study. Must be approved by core faculty. Submit to your advisor.
Change of Track	Prior to taking classes in requested track.
Change of Advisor	Consult w/current advisor first and have them sign the Change of Advisor form, then get new advisor approval on form and submit to Counseling Program Administrative Staff for processing.
Request for Leave of Absence	Submit a request to your advisor.
Application for Independent Study	Approval Required from your advisor first, then faculty supervising independent study. Register for EDCO 397 with permission only. Permission may be obtained from the Counseling Program Staff after all approvals are received.
Application for Practicum/Internship	Every semester, full semester before you plan to begin Practicum and/or Internship
Practicum/Internship Forms	See Internship Handbook – copies available in office and online.
Intent to Graduate Form	January 1 for October Graduates May 1 for February Graduates August 1 for May Graduates
**Orals Form	Before Oral Exam – Program Staff completes these forms.
<b>Mental Health or Dual Tracks</b>	
*** NCE	Final Semester in Program (optional)
<b>School or Dual Tracks Only</b>	
Licensure/Endorsement Eligibility Form	Start of Program (complete form w/advisor and give to Counseling Program staff to process.)
Praxis	Before Graduation. Must successfully complete in order to be recommended for licensure.
Fieldwork Documentation (60/60/60)	Before Graduation. Must be documented in order to graduate or receive recommended for licensure stamp on transcript.
Portfolio (No Form)	Two weeks prior to Orals.

\*\* 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.