



General Student Information

Name/Student ID	Date of Matriculation
Address:	Date of Completion
Work Phone:	Degree Sought:
Home Phone:	Program Strand:
E-mail:	Advisor:

Focus and Plan for Action Research Inquiry (Credit TBD): The Action Research Project may be incorporated into course material, internships, or taken as an independent study course. Detailed guidelines for completing your A.R.P. are included in your *Student Handbook*.

Focus of Project:
Plan for Completion:

Student Goals: Please provide an abstract below of your EDLP Degree and Career Goals

Career and Degree Goals:



Coursework Plan

- **Course Offering dates are subject to change based on faculty availability and program needs**

Required Core Courses	Offered*	Plan to take	Notes
EDLP 334: Effecting & Managing Change	Fall		
EDLP 353: Organizational Leadership	Fall		
EDLP 387: Collaborative Consultation	Spring		
EDFS 209: Introduction to Research	Fall/Sum		
EDFS 322: Challenge of Multiculturalism	Spring/Sum		
GRAD 397: Master's Orals (0 credits)	All	Final Sem.	
EDLP 319: Independent Internship	All		

Elective Courses (15 credit minimum) *These courses are required for administrative licensure	Plan to Take	Notes
EDLP 268: Education Law*		
EDLP 280: School & Agency Business Management* <i>or</i>		
EDLP 266: Education Finance		
EDLP 335: Staff Evaluation and Development*		
EDLP 336: Curriculum Leadership*		
EDLP 358: School and Community <i>or</i>		
EDLP 337: Political Processes		
EDLP 397: Independent Study	Any	
Additional Elective Coursework UVM or Transfer		

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Focus of Project:
Plan for Completion:



Important Program Notes for Licensure Candidates

Internship (3-6 credits). Students must submit an "Intent to Complete Internship" form to their advisor for approval the semester prior to beginning their internship. A signed copy must be on file. A blank form is in the Educational Leadership Student Handbook. In addition, guidelines for completing the Internship are in the Educational Leadership Internship Manual found in the EDLP Student Handbook. Internships must span semesters, such as a fall to spring design. Please work with your advisor to determine if the internship necessitates 6 credit hours of study.

Independent Study: Students consult with their advisor and individual program faculty to develop the Independent Study. Proposals must be submitted one semester ahead of starting the Independent Study course, and Independent Study forms must be on file before registering for credits. Guidelines for proposal development are in the EDLP Student Handbook. Only in rare circumstances may an independent study be taken in lieu of a required course for licensure.

Transfer Courses: Students must petition to their program advisor for approval of all transfer credits. All transfer credits must abide by Graduate College requirements, including obtaining an official transcript. A copy of the transfer policy is in the EDLP Student Handbook.

Graduate College policies regarding time to degree completion, currency of coursework, and related transfer credit policies are attached to this planning document.

UVM Coursework _____
Transfer _____
TOTAL (33-36 cr.) _____

Signatures Required

Student _____ Date _____

Advisor _____ Date _____



TIME TO DEGREE

DEGREE	Student status	Time Limit
Master's	Full-time	3 years
Master's	Part-time	5 years
Doctor of Philosophy	Full and part-time	9 years
Doctor of Education	Full and part-time	7 years

Students must be continuously enrolled through their graduating term to receive their degree.

GPA REQUIREMENTS

- Students in all degree programs must earn at least 15 credits in their programs for which they will receive a letter grade
- Grades of pass/fail/satisfactory/unsatisfactory and transfer credits do not count toward this minimum
- Students must hold a GPA of 3.00 or higher to graduate

TRANSFER CREDITS

- Must have a letter grade of B (3.00) or better to be eligible for transfer
- Transfer credits cannot be over 7 years old at graduation (9 years for Doctor of Philosophy)
- Number of credits:
 - 9 credits may be transferred for Master's degree
 - 9 credits may be transferred for Doctor of Education
 - 24 credits may be transferred for Doctor of Philosophy

In each case, up to an additional 6 credits acquired from appropriate courses taken at UVM prior to admission to a degree program may also be transferred

- Credits by examination are included in these limits.
- Master's programs requiring more than 30 credits may allow more transfer credit.
- Transfer Credit Policy and form available from the Graduate College website.

DEGREE REQUIREMENTS

- Minimum of 6 and Maximum of 15 research credits for Master's (if thesis option)
- Minimum of 20 research credits for Doctor of Philosophy and Doctor of Education
- *All* Graduate students must pass a comprehensive exam – this can be written, oral or both, and the passing grade must be submitted in writing to the Graduate College
- One 100/200 level undergraduate course for master's and two for doctorate may be applied towards the graduate degree, if approved *prior* to the semester the student takes the course. Forms for approval are available from the Graduate College website.

THESIS/DISSERTATION REQUIREMENTS

DEGREE	Chairperson from another Dept/Program	Defense Committee Total (minimum)	Graduate Faculty Members (minimum)	Defense Notice 3 weeks prior to defense	Format check 3 weeks prior to defense
MASTER'S	√	3	2	√	√
DOCTORAL	√	4	4	√	√

FINAL SUBMISSION

- Final submission of thesis/dissertation must occur within 6 weeks of defense.