



(Non-UGGR) Graded Coursework – 4000 Level Courses: These are 4000 level courses taken by the student while enrolled in the AOE PHD Graduate Program. Up to 6 credits of 4000 level courses taken while in the graduate program are allowed.

Year	Term	Subject	Course	Course Title	Grade	Hours

Graded Coursework – Transferred Courses: Transfer courses include VT UG/GR courses.

UGGR Courses: UGG Form information **must match** the Plan of Study, updated UGG Forms must be processed prior to Plan of Study submission, send updated UGG Forms to the AOE Graduate Program Coordinator for processing.

Transferred Courses: Non-Virginia Tech courses will require the submission of official transcripts to the [VT Graduate School](#) for review. Up to 15 credits of course work on the Plan of Study may be transferred from another university and be submitted for review and approval using the [Transfer Course Approval Form](#) prior to the Plan of Study submission. Each transferred course must have earned the equivalent to a grade of “B” or better, have been **earned while in good standing in graduate status**, and have been graduate courses at the institution where the student took the courses. Transfer coursework more than five years old must be filed with the Plan of Study by submitting a [Course Justification Request Form](#) as part of the same PDF.

Name of Transfer University: VIRGINIA TECH – **Undergrad/Grad (UG/GR) Only**

Year	Term	Subject	Course	Course Title	Breadth/ Math Req	Grade	Hours

Non-VT Name of Transfer University:

Year	Term	Subject	Course	Course Title	Breadth/ Math Req	Grade	Hours
					-		
Substitute for:						-	
					-		
Substitute for:						-	
					-		
Substitute for:						-	
					-		
Substitute for:						-	
					-		
Substitute for:						-	

(Up to 15 credits of transferred, graded graduate level coursework) **TRANSFERRED Coursework TOTAL**

Add the credit totals of the previous sections to meet the minimum 90 hours required for PHD degree:



Supporting Courses – Courses in this section do not count toward degree award total hours.

AOE Department Seminar Requirement – AOE 5944

Students must register for AOE 5944 Seminar a total of 4 semesters minimum during their PhD graduate program.

Year	Term	Subject	Course	Course Title	Grade	Hours
		AOE	5944	AOE Graduate Seminar	P	1
		AOE	5944	AOE Graduate Seminar	P	1
		AOE	5944	AOE Graduate Seminar	P	1
		AOE	5944	AOE Graduate Seminar	P	1

[Graduate School Policy on Graduate Advisory Committees](#)

- A. **The Advisory Committee must consist of at least four members**, two committee members must be AOE faculty, a third committee member can be either AOE faculty or AOE-affiliated faculty, a fourth committee member who could be; AOE faculty, AOE-affiliated faculty, other VT faculty, retired or Emeritus Virginia Tech faculty members, Virginia Tech employees (e.g., Research Scientists, Administrative/Professional Faculty, Instructors), and non-Virginia Tech-employed individuals (known as External Committee Members) including Adjunct Faculty, who are qualified by terminal degree/professional experience and scholarly productivity and who, by inclusion, can provide specific expertise to enrich the student’s program.
- B. Approval of External Committee Members requires the PHD student and their Committee Chair to work with the AOE Graduate Program Coordinator to submit an **External Committee Member Form** with a curriculum vitae (CV) **prior to the submission of the Plan of Study**. These External Committee Members may not constitute more than one- third of the total Advisory Committee membership and they may not serve as the Faculty Advisor (Chair or Chairperson).
- C. The Faculty Advisor (Chair or Chairperson) must be an AOE faculty member or AOE-affiliate faculty member who is an employee of Virginia Tech. Any AOE-affiliated faculty member or any VT faculty member can serve as a co-advisor (Co-Chair).
- D. For Distance Learning/Virtual students, an External Committee Member may serve as a co-advisor (Co-Chair) if the student receives regular advice from the member.
- E. Post-doctoral scholars or other advanced degree holders who have earned their graduate degrees at Virginia Tech will not be approved for service on Advisory Committees of students with whom they overlapped as a student themselves.
- F. The PhD Advisory Committee must have some breadth in their technical background. This is achieved by choosing the PhD Advisory Committee such that all members of the committee do not have **primary** research interest in a single area of expertise as defined in [Appendix A of the AOE Graduate Policies and Procedures Manual](#).



Graduate Advisory Committee Signatures

1. Please send your Plan of Study to the AOE Graduate Program Coordinator(s) for review **prior to signature collection from committee members.** gradadvise-g@vt.edu
2. In the email, include the names and roles of your Advisory Committee members.

Committee Chairperson Signature	Printed Name	VT ID#	Date
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Committee Co-Chairperson Signature (Optional)	Printed Name	VT ID#	Date
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Committee Member Signature	Printed Name	VT ID#	Date
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Committee Member Signature	Printed Name	VT ID#	Date
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Committee Member Signature	Printed Name	VT ID#	Date
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Committee Member Signature	Printed Name	VT ID#	Date
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Graduate Student and AOE Department Signatures

Student Signature	Printed Name	Date
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Graduate Program Director or Department Head Signature	Printed Name	Date
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Department Contact (Graduate Program Coordinator)	Date
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