

Graduation Guidelines for MFT Students

Plan of Study – After completing the fall and spring semester of your first year you should make an appointment with the program coordinator to complete a Plan of Study. The form for the Plan of Study can be found in your MFT Program Student Guide.

If your plan of study changes along the way it is critical that you make those changes in writing. **The Plan of Study Change Form is found on Scholar.** Your transcript and Plan of Study Form must match in order for you to graduate. You should contact the program coordinator for an appointment if you need help with this.

You will need to obtain signatures of advisors and committee members and submit to the program coordinator. Do not wait until the last minute. As graduation approaches your POS will be checked for incompletes, signatures, credit hours, etc.

If your advisor or committee changes along the way it is critical that you make those changes in writing. **The Change of Committee/Advisor Form is found on Scholar.** You should contact the program coordinator for an appointment if you need help with this. Your Change of Committee/Advisor Form and your Plan of Study Form must be changed before you can apply to defend.

AFD card – Complete this form on Hokie Spa (go to grades and degrees, then application for degree). Deadlines are **October 1** for fall graduates, and **March 1** for spring grads. This is an important step toward graduation and is open only to those with Approved Plans of Study.

A minimum of 2 weeks before your defense of thesis or your defense of your project, you must submit **The Online Final Exam Request Form:** see **Scholar.**

After your defense has been approved electronically by your advisor and committee members, you will need to make the requested changes and submit your Electronic Thesis Defense (ETD) to the Graduate School. The ETD must be received by the Graduate School no later than 2 weeks after the date of your defense. Instructions for submitting the ETD are available on Scholar

Please let the program coordinator know as soon as possible once you have your day and time set for your defense and she will order a room for you.

Remember that you are entitled and encouraged to participate in commencement if you are a fall or spring graduate. Make sure that you notify Graduate Student Services at gssso@nvc.vt.edu if you plan to attend the commencement ceremony.

In some cases, there may be additional forms that will need to be filled out and submitted. When you meet with the program coordinator, she will check on this and assist you with any additional forms that you may need.

Plan call the program office at 703-538-8460 or contact the program coordinator at pmeneely@vt.edu for any questions.