Steps to Graduate Degree Checklist

To Do: Your First Semester

☐   Download SF State Bulletin and visit Graduate Studies website.

☐   Obtain department graduate program manual for your area of study.

☐   Meet with your program advisor   Name: _____

                                                            Email: _____

☐   Estimate plan of coursework from first semester to graduation. (Check course rotations)

☐   Make preliminary decision about expected date of graduation.

☐   Estimate from current deadlines listed on Graduate Studies website when you will need to:

- Submit ATC

- Submit Culminating Experience Proposal (with Human or Animal Research Protocol, if needed)

- Enroll in Culminating Experience Course

☐   Identify Graduate Coordinator   Name: _____

                                                            Email: _____

To Do: Each Semester Until You Graduate

☐   Check online Class Schedule or Academic Calendar. Mark dates on your calendar.

Add Deadline	_____	CR/NC Deadline	_____
Drop Deadline (no "W")	_____	Examination Week Dates	_____
Drop Deadline ("W")	_____	Holidays (campus closed)	_____

☐   Meet with Advisor (at least every semester)

☐   Adjust estimates of time to graduation and plan for ATC, CE, and/or Application for Award of Graduation Degree.

To Do: Before the Semester You Plan to Enroll in Your Culminating Experience

☐   Submit ATC, if not before   Date Submitted: _____

☐   Submit Culminating Experience Proposal (with Human or Animal Research Protocol, if necessary)

                                                            Date Submitted: _____

☐   Keep copies of the above documents

To Do: After ATC and Culminating Experience Proposal are approved

☐   Enroll in Culminating Experience course (890, 892, 893, 894, 895, 896, 898)

☐   If you do not complete the course within 2 semesters, enroll in CEL 0499 each Fall and Spring semester until finished.

To Do: Your Last Semester

☐   Submit Application for Award of Graduate Degree and pay fee. See the Bulletin or the Class Schedule for deadlines.

☐   File Culminating Experience: Thesis, Written Creative Work, or Report of Completion form.

☐   Request your department to submit a Change of Grade form if Culminating Experience extended over one semester.