

Steps to Graduation Checklist

To Do 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:

E-mail:

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 Advancement to Candidacy Form (ATC).

Submit Proposal for Culminating Experience (w/ Human or Animal Research Protocol if needed).

Enroll in Culminating Experience.

Identify your Graduate Coordinator: Name:

E-mail:

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 you have not already submitted it). Date Submitted:

Submit PCE (w/ Human or Animal Research Protocol). Date Submitted:

Keep copies of all of the forms submitted.

To Do After ATC and PCE are approved:

Enroll in Culminating Experience Course (890, 892, 893, 894, 896EXM, 898)

If you do not complete the course within 2 semesters, the semester of enrollment and your grace semester:

Enroll in CEL 499 each Fall and Spring semester until finished.

To Do Your Last Semester:

Submit Application for Award of Graduate Degree. See the Graduate Studies website for important graduation deadlines.

Complete and submit Culminating Experience: Thesis, Dissertation, Written Creative Work, and/or Report of Completion form.

Review ATC form and unofficial transcript to determine if all curriculum and additional degree requirements have been satisfied.

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