GRADUATE
DIVISION OF STUDIES

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:
  - Drop Deadline (no "W"):
  - Drop Deadline ("W"):
  - CR/NC Deadline:
  - Examination Week Dates:
  - 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 and pay fee. See the Bulletin or the Class Schedule for deadlines.
- ☐ If applicable, complete Preliminary and Final Thesis Format Check.
- ☐ File Culminating Experience: Thesis, Dissertation, Written Creative Work Receipt, and/or Report of Completion form.
- ☐ Request your department to submit a Change of Grade form for any In Progress or Incomplete grades.