

Graduate Advising Checklist

Student: _____ **Advisor:** _____

Program Entry Date: _____ **Program Completion Date:** _____

The student should obtain the appropriate initials as each advising item is completed during the program of study.

Prior to First Semester

- ___ Initial Advising Meeting (Complete Graduate Study Plan)
- ___ Attend Graduate Student Orientation

1st Year Fall Semester

- ___ Attend 1st Year Fall Group Advising Meeting (in November)

1st Year Spring Semester

- ___ Attend 1st Year Spring Group Advising Meeting (in February)

1st Year Summer Semester

- ___ Conduct KASA Skills "Check-Up" with Clinic Coordinator at Conclusion of Summer Semester during Clinic Checkout Meeting

2nd Year Fall Semester

- ___ Complete "Application for Candidacy for the Master of Arts Degree" and Submit to Graduate School (in September)
- ___ Attend Comprehensive Examination Orientation (in November)
- ___ Conduct KASA Skills "Check-Up" with the Externship Coordinator at Conclusion of First Externship During Externship Checkout Meeting (if applicable)
- ___ File "Intent to Graduate" form in the Graduate School; Indicate Intent to Participate in Spring Commencement Ceremony if Graduating in the Summer (complete by end of fall semester)

2nd Year Spring Semester

- ___ If graduating in spring semester, enroll in GR698 (or GR699 if you are a thesis student)
- ___ Attend 2nd Year Spring Group Advising Meeting (in April)
- ___ Conduct KASA Skills "Check-Up" with the Externship Coordinator at Conclusion of First Externship During Externship Checkout Meeting (if applicable)
- ___ Schedule Final Appointment with Advisor during Week Prior to Graduation (if applicable)

3rd Year Summer Semester

- ___ If graduating in summer semester, enroll in GR698 (or GR699 if you are a thesis student)
- ___ Schedule Final Appointment with Advisor during Week Prior to Graduation (if applicable)

Special Advising Notes:

1. Students are encouraged to schedule meetings with their advisor if they encounter any difficulty or have specific questions/concerns during completion of their program.
2. Students who acquire a grade of "C" at any point during their study and/or students who require a student assistance plan (SAP) are required to schedule a meeting with their advisor during the first week of the following semester.
3. Students who deviate for any reason from the Graduate Study Plan determined at the beginning of graduate study must schedule a meeting with their advisor prior to enrollment for courses or clinics.