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)
2\textsuperscript{nd} Year Spring Semester

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

3\textsuperscript{rd} Year Summer Semester

\begin{itemize}
  \item If graduating in summer semester, enroll in GR698 (or GR699 if you are a thesis student)
  \item Schedule Final Appointment with Advisor during Week Prior to Graduation (if applicable)
\end{itemize}

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.