



GRADUATE STUDENT CHECKLIST

= Action initiated by student (as indicated below) = Action initiated by the University

1. GRADUATE STANDING: CLASSIFIED

- Complete any course prerequisites and/or remove deficiencies
- Apply for classified standing in the academic department offering the particular program prior to completion of thirteen units of study plan course work
- Consult department graduate program adviser for advisement, including development of official study plan
- Provide appropriate academic unit with any other supporting statements or materials, as shown in program descriptions in the catalog
- Take tests if required by program, and order test scores sent to Cal State Fullerton, designating appropriate academic unit on the test registration form
- Recommendation for classified standing made by graduate program adviser by sending the signed study plan to the Graduate Studies Office
- Notification of classified standing granted is sent from Graduate Studies along with a copy of the approved study plan
- If not received within a reasonable length of time, contact the department graduate program adviser or Graduate Studies.

2. COMPLETION OF REQUIREMENTS

- Apply for graduation prior to the beginning of the final semester. Specific deadlines are listed in the class schedule and posted on the Graduate Studies website. You must apply for your graduation check on-line via your New Titan Online Student Center. A graduation and diploma fee is required. You are not required to pay the graduation fee at the time of application for graduation. However, you will be required to pay the graduation fee to Student Financial Services (UH-180) within 5 days of applying for the graduation check.
- Maintain continuous enrollment. **Your study plan is valid only as long as you maintain continuous enrollment in regular semesters, otherwise, it is necessary to reapply to the University and meet any additional requirements approved in the interim. If you do not need to enroll in any other course work, you MUST register for Graduate Studies 700 which carries no credit and does not require attendance.**
- Consult the department graduate program adviser to confirm final requirements for the degree
- Complete written and/or oral examination, if required. Complete thesis, project or dissertation if applicable
- Obtain committee approval for thesis, project, dissertation or results of comprehensive exam(s)
- If applicable, submit thesis or dissertation to university Thesis/Dissertation Reader by deadlines posted in the class schedule and on the Graduate Studies website
- Set up Proquest account for thesis or dissertation using instructions on the Graduate Studies website
- Thesis/Dissertation Reader will submit approved final thesis/dissertation to Proquest
- Final, approved study plan, with recommendation, sent by the department graduate program adviser to the Graduate Studies Office
- A copy of the Grad Check Review Form is sent to the student showing the adviser's recommendation.
- Preliminary audit completed by Graduate Studies Office staff. The student's study plan is checked for pending grades, and completion of any other requirements.
- Deposit approved copy of thesis, dissertation or project in academic department (if required)
- Complete all general and specific requirements, other than final course examinations, by the last day of classes, in order to assure granting of the degree by the end of the semester
- Final verification of completion of requirements sent by the Graduate Studies Office staff to the registrar
- Notification of award of degree received from registrar approximately ten weeks after the end of the semester

3. COMMENCEMENT

- Make appropriate arrangements for cap, gown and hood rental in the campus bookstore
- Commencement information sent by the College Dean's Office

Revision: 2/19/16