

GRADUATE STUDENT AND ADVISOR CHECKLIST

(Approved: 3-19-2010)

Name: _____ Start Date: _____

Current School Affiliation: _____ (school, town, grade level)

	Sem / Date of Planned Completion	Sem / Date of Actual Completion	Notes
1. Admission Letter			
2. Initial Advisement – sign Program of Studies with Advisor			
3. Transfer courses from another institution			
4. a) Purchase TK-20 b) Complete Self-Assessment on TK-20			
5. Apply for fee waivers / scholarships within EESE Department			
6. Mid-point check with advisor after 3 semesters of classes			
7. Faculty field based mid-point check			
8. Complete advisor evaluation form			
9. a) Complete application for graduation b) Take application check out and graduation appointment*			
10. Faculty end point assessment			

Advisor _____ Completion Date _____

* Graduation application deadlines

Feb 1st for May Graduation
May 1st for August Graduation
Sept 1st for December Graduation

If you miss the application deadline for graduation, our request MAY be honored but NOT GUARANTEED to be processed on time.