

## Graduate Student Checklist

### Early in Program:

- Meeting with advisor within first six hours of coursework
- Admission Conditions: clear understanding of conditions
- Admission Conditions: when needed background courses have been taken, *Removal of Admission Conditions* form is completed and given to Jessica Craig, Student Development Specialist I.
- Preliminary Program of Study completed with advisor
  - Identifies correct catalog date
  - Includes admission conditions and plans to meet those conditions
  - Identifies correct area of concentration
  - Includes 4 core courses, courses in area of concentration, and 4 related courses
- Preliminary Program of Study on file in DISCI Office
  - Advisor submits copy to Jessica Craig for filing. Student also receives copy.
- Area of concentration on Program of Study matches area of concentration on acceptance form from the Graduate School.
  - If not, student must go to the Graduate School office to complete form (requires only student's signature) for Change in Concentration.
- Transfer hours from another university: *Petition of Waiver of University Requirements* completed with documentation of course content as similar to UTSA course. Completed form submitted to SDS Jessica Craig.
  - Six hours of transfer credit is allowed. An additional 3 hrs. may be allowed if Graduate Program Committee approves Petition of Waiver of University Requirements.

### To Change Advisor:

Use *Change in Advisor* form available from Jessica Craig at 1604. Form must be signed by student and GAC Wan X. Yao.

### Later in Program/Comprehensive Exam Route:

- Meeting with advisor to discuss Comprehensive Exam
- Final Program of Study completed, with grades and official signatures
- Registration in either a course of EDU 6961 during Comprehensive Exam term

- Registration to take Comprehensive Exam with Department  
(During final semester of study, register with Jessica Craig in MB 3.324, Health & Kinesiology department office.)
- Updated contact information provided to Department office
- Application for Graduation (See UTSA academic calendar for deadline date;  
Make application at Fiscal Services)

**Later in Program/ Thesis Route:**

- Meeting with advisor to discuss Thesis
- Final Program of Study completed, with grades and official signatures
- Enrollment in two consecutive semesters of EDU 6983
- Thesis Committee members identified and consent to serve obtained  
(The chair must be a member of the Graduate Faculty in the major area of study; in general, all committee members must be members of the graduate faculty in the major area of study. Committee form completed and approved.)
- Intent to Write a Thesis* filed (See Jessica Craig for form)
- Proposal for Thesis completed and sent to GAR
- How to Write a Thesis* document received by student

NOTE: Students who complete a thesis must participate in an oral comprehensive exam that involves defense of the thesis.

**POST-Bac Certification Students only**

- Attendance at post-bac seminar (Call 458-4424 for next seminar date)
- Individual transcript analysis by post-bac specialists (K. Palmer & C. Preston)
- Application for Certification admission (if applicable)
- Meeting with advisor to plan Program of Study that incorporates as many post-bac requirements as possible into graduate work
- Meeting with Certification Officer on completion of program
- Registration to take State Professional Exams (if applicable)