

School of Kinesiology
Checklist for M.A. requirements and procedures

Requirement/Procedure	Date completed
Upon admission, notify department of intent to begin program by date specified in departmental letter of admission	
Contact assigned adviser to discuss plans for course registration; work closely with adviser to plan program	
Register for the term admitted and each fall and spring semester thereafter until degree is completed	
Submit Annual Progress Report form (signed by adviser) to the Graduate Studies office each year as requested	
File Degree Program Transmittal Form in Graduate Studies office, 223B Cooke after approximately 10 credits are completed	
If applicable, file Human Subjects form with IRB to request approval to conduct research	
Prior to final examination, obtain Final Examination Report form and Graduation Packet in 316 Johnston or request via the Web	
Submit Commencement Attendance Approval Form at least 2 months before commencement ceremony (optional)	
Submit Application for Degree in 150 Williamson by first working day of intended month of graduation	
Submit thesis or project to committee members at least 2-3 weeks before the final examination	
Schedule the final oral examination at least one week before the exam	
Take the final examination	
File copy of the Final Examination Report with the CGS in 223B Cooke	
Return the original Final Examination Report form to 316 Johnston by last working day of intended month of graduation	
Complete any remaining degree requirements, e.g., course work, by last working day of intended month of graduation	