

DEPARTMENT OF KINESIOLOGY
GRADUATE CHECKLIST
Masters of Science Degree in Kinesiology

Students are responsible to follow these guidelines in the sequence presented. The student's faculty Academic Advisor and Thesis or Project Advisor are responsible for guiding and validating the student's progress toward the Master's Degree in Kinesiology. Forms noted below are available from Joanne Moreno in the Kinesiology main office (RE 250).

- _____ 1. Submit application to the University from the Office of Admissions and Records. (Online application available and recommended using CSUMentor. See Department website for current admission requirements. After University review, application materials are sent to Graduate Coordinator in Kinesiology).
Date: _____

- _____ 2. Submit the following, addressed to the Department's Graduate Coordinator:
 - a. Three letters of recommendation
 - b. Statement of Intent discussing the applicant's interest and goals as they relate to a graduate degree in Kinesiology. Note: The letter of intent should include specific mention of the applicant's intended area(s) of study.Date: _____

- _____ 3. Receive classified or conditionally classified status from the department. (Department letter sent to student identifying status, advisor and terms of admission).
Date: _____

- _____ 4. Meet with Department Graduate Coordinator to discuss course selection and graduate plan prior to or during the first week of classes. Assignment to faculty Academic Advisor, if appropriate at this time.
Date of meeting: _____

- _____ 5. Enroll in KIN 610 during first semester, if available. KIN 612 may be taken (with advisor approval) as an alternative to KIN 610. Enrollment in KIN 605 is suggested during the second semester, but can be taken in the first semester with instructor permission.
(Note: Graduate students must earn a grade of "B" or higher in KIN 605, 610, and 612, for these courses to count towards the master's degree. Students not meeting these grade standards will be required to repeat the course. These courses may only be taken twice.).

- _____ 6. Meet all conditions for classification (e.g., GRE, Upper Division Writing

Proficiency Exam, prerequisites. etc., as required, and as stated in your admission letter) before completing more than twelve (12) units of graduate course work.

- _____ 7. When all conditions for classified status are met, notify the Graduate Coordinator to change status (by meeting with Graduate Coordinator and filling the *Request for Classification* form).
Only twelve (12) units may be accumulated toward the degree prior to classification.
- _____ 8. Identify and meet with faculty Academic Advisor by the end of second semester, at the latest.
Name of Academic Advisor: _____
(Note: Your Academic Advisor may not necessarily be your Thesis Advisor – see #9)
Date of first meeting: _____

Guidelines for the Research Thesis or Graduate Professional Project

- _____ 9. Select Thesis Advisor (this usually is the same as a student's Academic Advisor, but may change in some cases).
Name of Thesis Advisor: _____
- _____ 10. With Thesis Advisor, determine specific thesis topic.
- _____ 11. Enroll in KIN 698C and develop proposal. (see Graduate Coordinator *before* enrolling in KIN 698C to complete *Thesis Advisor Approval Form* – *both KIN 605 and either KIN 610 or 612 must be completed prior to enrolling in KIN 698C*)
- _____ 12. With Thesis Advisor's assistance, select thesis committee (3 member minimum, including the chair). Candidate confers with prospective committee members, explains proposal, and asks them to serve.
- _____ 13. Prepare for Colloquium. This typically includes preparation of a written document (to include literature review and details of proposed methods) to be reviewed by committee members *prior* to the Colloquium.
- _____ 14. Inform Graduate Coordinator of Colloquium date and time.
- _____ 15. Announce and publicize Colloquium *at least one week before* scheduled presentation. Colloquium notices should be emailed to tenure-track faculty by your advisor and displayed on graduate bulletin board (opposite RE 153) and throughout the department. Notice should include "Colloquium" heading, proposed thesis title, student's name, day/date/time/room for Colloquium, and Thesis Advisor's name.
- _____ 16. Conduct Colloquium.

- _____ 17. After Colloquium, obtain committee member signatures on *Research Thesis or Professional Project Planning Form*. See Graduate Coordinator for approval. Submit the completed form to Joanne Moreno with the appropriate Human Subjects Committee or Institutional Animal Care and Use approval in the Kinesiology main office (see #18).
- _____ 18. Submit proposal to the Office of Research and Sponsored Projects for Human Subjects Committee approval, and/or Institutional Animal Care and Use Committee approval. These proposal forms and instructions are available online through the Office of Graduate Studies. **No data collection or subject interaction should occur prior to receiving written approval from the appropriate committee(s). A copy of the approval letter must be provided to Joanne Moreno in the Kinesiology main office for your Research Thesis or Professional Project Planning Form to be transmitted to Graduate Studies.**
- _____ 19. Apply for graduation at least one semester in advance of your anticipated completion date. Contact the Graduate Studies Office (University Hall – room 265) for details.
- _____ 20. Collect data or complete project and write thesis.
- _____ 21. Visit the Office of Graduate Studies website for the latest version of *Guidelines for the Preparation of Theses, Graduate Projects and Artistic Abstracts*.
- _____ 22. Submit drafts of thesis to Thesis Advisor and then to committee members after receiving Thesis Advisor's approval.
- _____ 23. Obtain committee approval of final draft of thesis.
- _____ 24. Schedule Final Oral Examination.
- _____ 25. Announce and publicize Final Oral Examination *at least one week before* the examination. Notices should be emailed to tenure-track faculty by your advisor and displayed on graduate bulletin board (opposite RE 153) and throughout the department. Notice should include "Final Oral Examination" heading, thesis title, student's name, day/date/time/room for the Final Oral, and Thesis Advisor's name.
- _____ 26. Obtain committee member signatures on thesis approval page.
- _____ 27. Schedule appointment with Graduate Studies Office to obtain approval of thesis. (Schedule a preliminary appointment for review of your final draft before printing the final copy on the required special paper. A second appointment will then be required for final approval and payment of applicable fees).
- _____ 28. Verify that all course work is completed.

- ____ 29. Have Thesis Advisor change KIN 698C “RP” (Report in Progress) grades to a letter grade.

Subject to change. See Graduate Coordinator for most current guidelines.

Revised 8-17-10

K:\graduate\misc\grad-checklist