### NSS Faculty Advisors’ Checklist for Graduate Students

The checklist below does not include any departmental policy or procedure, so please feel free to add any departmental policy or procedure to this form.

<table>
<thead>
<tr>
<th>Semester the student is in attendance</th>
<th>Checklist</th>
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</table>
| First semester in attendance         | - Complete and submit the “Qualifying Courses Form” to the Dean’s Office.  
  Please note that you do not have to submit this form for classified students. It is only for the students you admitted with conditions.  
  - Add all incoming graduate student options (if applicable) on GET.  
  You can either do this through ARS or complete a GS-8 form and submit it to Amy Miller in Rosser Hall 223.  
  - Enter any course substitutions that you approved on GET.  
  You can do course substitutions by an ARS request or an authorized student exception (if you have access).  
  - Remind students who need to complete the Graduation Writing Assessment Requirement (GWAR) to register for UNIV 4000 (exam) or UNIV 4010 (class).  
  The Dean’s Office will be sending you a list of students who need to complete the GWAR requirement.  
  - At the end of the semester, check to see who has and who has not completed their qualifying courses and notify the Dean’s Office.  
  You can email NSSGradStudies@calstatela.edu the name and CIN of the students you want to:  
  1) classify  
  2) discontinue  
  - Notify the NSS Dean’s Office about any students whose program GPA dropped below a 3.0.  
  You can email NSSGradStudies@calstatela.edu with the name and CIN of the students who should be placed on probation. |
| Second semester in attendance        | - Remind students who need to complete the Graduation Writing Assessment Requirement (GWAR) to register for UNIV 4000 (exam) or UNIV 4010 (class).  
  The Dean’s Office will be sending you a list of students who need to complete the GWAR requirement. |
| Second semester continued | Complete GS-10 form for classified students who are planning to enroll in any 5990 units in their third semester.  
The GS-10 form needs to be signed by the faculty advisor and the student, so please meet with the student and review their academic records. Complete the GS-10 form and send it to the Dean’s Office before the end of the semester. Please note that the Dean’s Office cannot process the form until the student completed 12 units with at least a 3.0 GPA. A copy of the approved GS-10 form will be sent to your department office.  
Check to see if students’ options were added on GET.  
If the option was not added in the first semester, please use ARS to add the option or complete and submit a GS-8 form to the Dean’s Office.  
Enter any course substitutions that you approved on GET.  
You can do course substitutions by an ARS request or an authorized student exception (if you have access).  
At the end of the semester, check to see who has and who has not completed their remaining qualifying courses and notify the Dean’s Office.  
You can email NSSGradStudies@calstatela.edu the name and CIN of the students you want to:  
3) classify  
4) discontinue  
Notify the NSS Dean’s Office about any students whose program GPA dropped below a 3.0.  
You can email NSSGradStudies@calstatela.edu with the name and CIN of the students who should be placed on probation. |
|---|---|
| Third semester in attendance | Complete GS-10 form for any classified student who is planning to enroll in 5960 (comps exam) or 5990 (thesis units) in their fourth semester.  
The completed the GS-10 form needs to go to Amy Miller in Rosser Hall 223. You do not have to complete a GS-10 form for students who are already advanced to candidacy.  
Enter any course substitutions that you approved on GET.  
You can do course substitutions by an ARS request or an authorized student exception (if you have access). |
o **Notify the NSS Dean's Office on any student whose program GPA dropped below a 3.0.**

You can email NSSGradStudies@calstatela.edu with the name and CIN of the students who should be placed on probation.

o **Check who is eligible to graduate in their fourth semester and remind them to apply for graduation.**

Below are the deadlines from the Graduation Office website: [http://www.calstatela.edu/graduation](http://www.calstatela.edu/graduation)

*Graduation Application must be filed with the Cashier's Office before the following deadlines:*

<table>
<thead>
<tr>
<th>Declared Graduation Term:</th>
<th>Graduate &amp; Doctorate Degrees:</th>
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<tbody>
<tr>
<td><strong>Spring Semester</strong></td>
<td>Preceding November 15</td>
</tr>
<tr>
<td><strong>Summer Term</strong></td>
<td>Preceding February 15</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td>Preceding June 15</td>
</tr>
<tr>
<td><strong>Winter Intersession</strong></td>
<td>Preceding September 15</td>
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</tbody>
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Before signing off on a graduation application he/she needs to log into GET and review the student’s CAAR to check the following:

- Is the student listed in the correct option (if applicable)?
- Is the student’s catalog date correct?
- Is the student advanced to candidacy?
- Have all the course substitutions been entered on CAAR?
- Has the student completed all or almost all of his/her coursework for their program?
- Will the courses the student is planning to enroll in for his/her last semester here fulfill any missing requirements that are listed on CAAR?
- Is the student’s program, Cal State LA, and overall GPA a 3.0 or above?
- Are the program units that the student has completed listed correctly on GET? It is always good to hand count the units the student has completed for his/her program and compare those units with CAAR.
<table>
<thead>
<tr>
<th>Fourth semester in attendance</th>
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<tbody>
<tr>
<td>o <strong>Notify the NSS Dean’s Office about any students whose program GPA dropped below a 3.0.</strong></td>
</tr>
<tr>
<td>You can email <a href="mailto:NSSGradStudies@calstatela.edu">NSSGradStudies@calstatela.edu</a> with the name and CIN of the students who should be placed on probation.</td>
</tr>
<tr>
<td>o <strong>Enter any course substitutions that you approved on GET.</strong></td>
</tr>
<tr>
<td>You can do course substitutions by an ARS request or an authorized student exception (if you have access).</td>
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<tr>
<td>o <strong>At the end of the semester, check the CAAR report of the students who applied for graduation to see if all the required areas on CAAR have green circles next to them.</strong></td>
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<tr>
<td>If anything is red, please try to get it cleared ASAP so the student can graduate. Once it is cleared, please notify Amy Arendt at <a href="mailto:Amy.Arendt2@calstatela.edu">Amy.Arendt2@calstatela.edu</a>.</td>
</tr>
<tr>
<td>o <strong>Notify the Dean’s Office if any student does not pass his/her comps for the final time.</strong></td>
</tr>
<tr>
<td>You can email <a href="mailto:NSSGradStudies@calstatela.edu">NSSGradStudies@calstatela.edu</a> with the name and CIN of the students who should be disqualified from your program.</td>
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