

# GRADUATE STUDENT CHECKLIST

## 1st year students

- Have you met your Faculty Mentor? Student Mentor?
- Have you scheduled your meeting with your Faculty Mentor? You must meet with your mentor between September 1 and October 31. The mentor will submit a brief narrative of the meeting to the graduate program admin assistant.
- Do you have a degree plan on file with TGS? (2nd semester of 1st year)

## 2nd year students and above

- Have you scheduled your annual meeting with your Faculty Academic Advisor? You must meet with your advisor between September 1 and October 31. The advisor will submit a brief narrative of the meeting to graduate program admin assistant.
- Do you have an approved degree plan on file with TGS? Does it need to be updated? Is your Advisory Committee current? Does it need to be updated?
- Is your CV current?

## 3rd year students

- Fall of your 3rd year - Do you need to request a Course Reduction Load (CLE) to prepare for Comps?
- Comps in January
- Practicum in spring semester
- Do you plan to defend dissertation prospectus before August?
- Update your Degree Plan and Committee BEFORE your Qualified Examination Results (QER) are submitted (after you successfully defend your prospectus)

## TA/TF/RA

- Have you received and signed your offer letter?
- Have you returned your offer letter to the graduate program administrative assistant?
- Have you emailed [career.center@unt.edu](mailto:career.center@unt.edu) to make an appointment to complete your background check and I9?