

CHECK LIST FOR CURRENT GRADUATE STUDENTS

- Seek graduate advising every semester.** If you are admitted conditionally to the program, see the advisor for "Advancement to Classified Graduate Standing" when you complete the preconditional courses (such as [GER 401](#), [GER 510](#), and [GER 511](#)). *Preconditional course work may not be used to meet degree requirements.*
- Fulfill the English proficiency requirement.**
Take the [Graduate Essay Test \(GET\)](#) usually given in January and August. Contact the Testing Center for test dates. If you fail the GET, you must complete a course before the end of the second semester of your graduate study.
- File the GAP (Graduate Approved Program)/Culminating Experience Form with the graduate advisor.**
Fill out your [GAP online](#) and print it out. The GAP should show at least 6 units yet to be completed for the degree. If you are making any substitutions for the program requirements stated in the Bulletin, file a "Petition for GAP Substitution or Committee Revision" along with the GAP. Fill out the [Culminating Experience Form](#) for the Comprehensive Examination online and print it out. This form must be filed along with the GAP.
- Prepare for the Comprehensive Examination.**
Meet with your graduate adviser to discuss the Comprehensive M.A. Exam. M.A. Exams typically take place at the end of the semester. In the semester prior to the semester when you are taking your exam meet with your Exam Committee.
- Submit an "[Application for Graduation](#)" form to Graduate Studies,** typically before the third week of instruction of the term you expect to graduate. Check for the deadline in the Class Schedule.
- Complete the Culminating Experience requirement.**
Comprehensive examination (oral and written) given 2 weeks prior to the deadline for the completion of Culminating Experience.
- Receive the Graduate Advisor's signature on "Report of Completion of Specified Graduate Program Requirements"** and file it with the Foreign Language Department Office (which submits the report to the Graduate Studies).