

Graduate Business Student Timeline and Milestones (Based on Full-Time, Graduating in Four Semesters)

START HERE	*Advising Appointment —Meet with your advisor every semester or as needed.
...	*Registration —New student registration generally begins on July 1.
...	Orientation – Every August, Fowler hosts a new graduate orientation prior to semester start.
SEMESTER 1	Student Status —Is either Classified Graduate or Conditionally Classified. Students admitted conditionally have not met every university or department requirements for admission. Graduate Business office sets individual conditions and the allotted time period for completing them, for which students must satisfy to move forward.
	Course Load —Part-time students can take 1-6 units. We recommend that full-time students take 9-12 units. (Students who take 7 or more units are charged full-time tuition.)
	Course Planning —For MS programs, prerequisite courses are a priority during your first semester. For the MBA, foundational core are the priority. Following completion or waiver of the prerequisite/foundation core classes, core courses should be completed next, followed by electives. The Culminating Experience (capstone) should be taken your last semester. Meet with your advisor to discuss your course plan.
	*Degree Evaluation (aka the degree audit report, DAR) —Is a resource to track requirements toward graduation: courses, GPA, advancement to candidacy requirements (below), and the official POS. The University uses this to evaluate you and other students in the same program. You should check your DAR every semester.
	Program of Study —The Program of Study (POS) is a contract between the student, the department, and the university. The POS consists of the complete list of courses a student should complete to satisfy the requirements for the degree. The working POS is listed in the Degree Evaluation.
	Grade and GPA Requirements —Students must earn no less than a C to gain class credit in graduate school. They need to maintain a 3.0 GPA in both cumulative and Program of Study courses to graduate.
	*Graduate Professional Fee Waiver —If you take a class that is not required for your official Program of Study, then you can waive the grad fee by filling out a form and getting approved. Examples include a language class.
	*Engage with Career Management Center (CMC) —The CMC offers workshops, networking events, career counseling and more. Their office is located in Lamden Hall 336. Contact: Greg Tanneberger.
	SEMESTER 2
	Conditionally Admitted Students —Most likely your change of status (to a Classified Student) takes place at the end of your first or second semester. The Grad Advisor submits the change of status for you if your condition is grade or class based. But she can only do so after grades are posted.
	Adding Advanced Certificates —FCB has five advanced certificates: Investments, Financial Analysis, Taxation, Cybersecurity, and Data Science. Students can add a certificate to their degree - students must request it before 50% of the coursework for the certificate is completed. Choose “Request for Permission to Enter an Advanced Certificate Program” through https://grad.sdsu.edu/current_grad_students/forms
	International Students Curricular Practical Training (CPT) —At the end of your second semester, you will have completed one academic year and can apply for CPT at that time.
SEMESTER 3	Advancement to Candidacy —A student who has been advanced to candidacy has been officially recognized by the university as a candidate for the degree. In order to achieve candidacy, a student must complete 12 POS units, have a minimum POS GPA of 3.00, and have a Classified Standing. Students can typically request advancement through your Degree Audit Report (Degree Evaluation).
	Course Planning —Program prerequisites or foundational core should be completed; continue to finish core and begin taking electives. Register for your final classes! Meet with your Advisor as needed..
	Graduation Application —Students submit an application and one-time fee one semester before they plan to graduate (Summer deadline is the same as Spring.) The deadline to apply coincides with Add/Drop deadline.
	Culminating Experience —Notify your advisor that you plan to take your culminating experience. Your advisor will verify your eligibility (3.0 GPA and Advanced to Candidacy status) and let you know if any additional steps to enroll in the culminating course.
SEMESTER 4	Specialization—MBA students only: Students who specialize will submit a Request for Specialization found on the MBA Webpage once you have registered for your final specialization course.
	*Change DAR —If there are any courses not listed in your POS or are in the wrong category, you must submit a Petition of Adjustment of Academic Requirements (PAAR).
	*Advanced Certificate Completion —If you are in a Certificate Program as well, you must submit your program of study for that certificate once all grades are posted.

 **Graduation!!**

Footnote: Many forms are noted on this timeline. The form or its link can generally be found on the Graduate Student Resource page: business.sdsu.edu/grad/office