

MA in Family & Consumer Sciences Checklist 2015-2016

Before Applying

1. Contact CFS/D Department and meet with Department Chair and/or faculty if possible.
2. Take GRE (1st level writing proficiency as part of application).

First Semester

3. Begin coursework in Fall (CFS 700 and COUN 794/ISED 797).
4. Take HSS 700 if GRE<4.0.
5. Begin to choose a culminating experience (CE) topic (and possibly advisor).

Second Semester

6. Take CFS 710 in Spring and elective coursework; refine CE topic.
7. Choose your CE advisor; work on CE topic.
8. Choose your Committee after discussing topic and methodology.

One Semester Before Enrolling in CFS 895/898 (culminating experience)

9. Schedule a Proposal Meeting with your committee.
10. Submit to Graduate Division by deadline (Nov 1 or Apr 1):
 - Proposal for CE (signed by committee and dept chair)
 - Human Subjects Protocol (IRB) (signed by advisor and dept chair)
 - ATC (signed by advisor and dept chair)
11. Continue to work with your full committee on progress of your CE.

One Semester Before Graduating

12. Apply for graduation by university deadline (signatures not required; please provide copy for department).

Semester Graduating

13. Get thesis checks (n=2) from Graduate Division if choosing thesis option.
14. Present final draft of CE to your committee one week prior to Oral Defense.
15. Oral Defense. Submit signed required forms to Department Chair after Defense.
16. Submit thesis to Graduate Division. A thesis receipt is required; two copies of your CE is required by the Department (thesis bound) or submit two copies of Field Study to Advisor and Department.
17. Faculty submits grade of CR for CFS 895 and 898, as appropriate.
18. If CE is not completed the semester enrolled, faculty submits a grade of RP (Report in Progress); when completed, a grade change from RP to CR is needed.

Note: refer to Graduate Division Website (<http://grad.sfsu.edu/>) and university bulletin for requirements. If you leave the university for 2 consecutive semesters, you must reapply for the degree. **Continuous Enrollment policy:** students have one grace semester after enrolling in CFS 895/898 before being required to enroll in continuous enrollment through CEL every semester until degree is completed.