FALL 2016 Kinesiology Undergraduate Graduation Application Guidelines:

1. **Friday, September 30, 2016** is the deadline for undergraduate students to apply for graduation. Review your DARS report and ASE to ensure GE and University graduation requirements have been met. If you need assistance, see a General Education Advisor in the University Advising Center, Adm. 212 or at the CHSS Student Resource Center, HSS 239, to insure that you have completed all GE and University Graduation Requirements.

2. Application and related information are available from the SFSU Website: [http://www.sfsu.edu/~admisrec/reg/ga.htm](http://www.sfsu.edu/~admisrec/reg/ga.htm). You must complete University Exit Survey to proceed with the online application form for graduation. When completing the application for graduation online form, list courses **IN THE ORDER** they appear on the degree requirement handouts or the department website: [http://kin.sfsu.edu/currenstudents](http://kin.sfsu.edu/currenstudents).

   (1) Pre-requisite courses (e.g., BIOL 100, BIOL 328, MATH 124, KIN 250, etc)
   (2) Core requirements (e.g., KIN 330, KIN 384, KIN 480, etc.)
   (3) Concentration requirements (e.g., KIN 482, KIN 483, KIN 485, etc.)
   (4) One (from Fall 2011) or Three (prior to Fall 2011) activity/skill courses.

   *If you have taken required courses at other institution(s) including Junior colleges, list course prefixes and numbers from corresponding institution(s).*

   Exercise Science and Physical Education majors must show proof of CPR certification.

3. **Complete a Kinesiology Department Exit Survey**, (even if you previously applied and completed a department exit survey). Kinesiology Department Exit Survey is online on the KIN department website: [http://kin.sfsu.edu](http://kin.sfsu.edu).

   Upon completion, and before clicking DONE, **PRINT THAT CURRENT PAGE WITH YOUR NAME ON IT.** (Electronic versions will **not** be accepted!)

4. **Attach a copy of your transcripts to your graduation application.** Your application will not be reviewed if you do not attach a copy of your transcript.

5. Have your assigned advisor review and sign your application. If you do not know who your assigned advisor is, contact the Main Office or Ms. Ana Maria Barrera (abarrera@sfsu.edu) to find out.

6. After your advisor has signed your application, **drop off your application at the KIN office (Gym 101) with the printed page from the Kinesiology Exit Survey.** You must have your **Kinesiology Department Exit Survey** attached or it will be denied.

7. **Allow a few business days** for the Department Chair to review your application. You will be contacted once your application is approved. If you need to make corrections to your application, resubmit to the KIN office after making the corrections.

8. **Bring your signed application to the Cashier’s Office in the Adm. Bldg.** or at the Student Services Bldg. (One Stop Center), pay the application fee, and submit your application to Registrar (One Stop Center) on or before **September 30th at 5pm.**
CHECK LIST

Kinesiology Graduation Application

☐ Completed a minimum of 120 units
   (GE courses can be reviewed by an advisor at the CHSS Resource Center in HSS 254)

☐ Courses are listed in the order as they appear on the curriculum

☐ Each lecture and lab courses are listed on a separate line

☐ Emphasis area listed at the top of the application
   (Movement Science, Exercise Science, or Social Science)

☐ CPR Certification
   (Exercise Science emphasis and Physical Education concentration only)

☐ Kinesiology exit survey

☐ Unofficial transcripts

☐ Course substitution form (if applicable)