

FALL 2020 Kinesiology Undergraduate **Graduation Application Guidelines:**

1. **Friday, September 25, 2020** 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 ensure that you have completed all GE and University Graduation Requirements.
2. **Graduation Application:** You must apply for graduation online via Student Center AND submit a paper application. To access the paper application, you must complete the **University Exit Survey on the Registrar's website** (<https://registrar.sfsu.edu/graduation>). At the end of the survey, you will be given the application to complete. When you are completing the application, list MAJOR courses (**including major prerequisites**) **IN THE ORDER** that they appear on the SFSU bulletin or below. You may also use the checklist on the back as reference for when you are completing your application.
 1. Pre-requisite courses (e.g., BIOL 100, BIOL 328, MATH 124, KIN 250, etc)
 2. Core requirements (e.g., KIN 251, KIN 384GW, KIN 480, etc.)
 3. Concentration requirements (e.g., KIN 482, KIN 483, KIN 485, etc.)
 4. One physical activity course (e.g., KIN 100, KIN 124, KIN 191, etc.).
 5. Emphasis courses

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

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

3. **Kinesiology Department Exit Survey:** Students must complete the Kinesiology Department Exit Survey and attach proof of completion (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>, select '**Student Resources**', and select '**Exit Survey**'. Upon completion, and before clicking DONE, **SCREEN SHOT THAT PAGE WITH YOUR NAME ON IT.**
4. **Unofficial Transcript (s):** Your application will not be reviewed if you do not attach a copy of your unofficial transcript(s).
5. **Advisor's Signature:** Meet with your assigned advisor to review and sign your application. If you do not know who your assigned advisor is, contact the Main Office in Gym 101 or email kinesiol@sfsu.edu.
6. **Department Chair's Signature:** After your advisor has signed your application, **EMAIL your graduation application, Kinesiology exit survey, unofficial transcript(s) and any additional required documents to the KINESIOL@sfsu.edu.** You must have all documents attached, or your application will not be reviewed! Allow 1-3 business days for the Department Chair to review your application. If you need to make corrections to your application, we will notify you by email and resubmit your application to us after making the corrections.

Adding KIN 697/698: If you would like to enroll in KIN 697/698, show proof of your signed graduation application to your instructor at the **beginning of the semester before the add deadline** to receive a permission code. Once you've received your permission code and enrolled in the course, submit your application to the Registrar's office.

7. **Graduation Fee Payment:** You can **pay your fees online** on your **student center**. Once you've paid, send your payment confirmation to [Kinesiol@sfsu.edu](mailto:kinesiol@sfsu.edu), so the Kinesiology Department can submit it to the Registrar's Office with your graduation application by **Friday, September 25, 2020 at 5pm.**

CHECK LIST

Kinesiology Graduation Application

- Applied for graduation online via student center and completed the paper 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 (i.e., KIN 482 & KIN 483) are listed on a separate line.
- Emphasis area listed at the top of the application
(Movement Science, Exercise Science, or Social Science)
- Attached CPR certification (if applicable)
(Exercise Science emphasis and Physical Education concentration only)
- Attached the Kinesiology Exit Survey
- Attached unofficial transcript(s)
- Attached course substitution form (if applicable)