

Graduate Advisee/Advisor Check List

Advisor _____

Advisee _____

Become familiar with the information, policies and resources available through Graduate School

<http://www.wku.edu/graduate/>

Attend all orientation and professional development sessions offered by the Department of Public Health and Graduate School (and the Office of International Programs for international students)

<http://www.wku.edu/publichealth/index.php>

<http://www.wku.edu/iso/>

File Program of Study form to Graduate School within the first semester (or up to 12 credit hours) of coursework (inclusive of transfer credit). Discuss with student that any changes to original Program of Study must be filed to Graduate School through a course change form.

Maintain at least a 3.0 GPA

Discuss any conditional admission requirements (must be completed before filing Program of Study)

Check transcript each semester for progress toward graduation and to address any holds

Discuss career interest

Discuss additional credentialing opportunities: certificates, CHES, MCCHES.....

Discuss Capstone or Thesis options

Discuss Internship options

Discuss Core Exam

Discuss application for graduation (formally Form D) after 18 hours

Graduate Assistant eligibility: Complete application online, email to office associate.

Remind student to complete the advising survey available at:

https://wku.co1.qualtrics.com/SE/?SID=SV_5BX2u63VVgzu01T

Notes
