

Quarterly Academic Checklist

For Graduate Students

Week 0:

- Begin classes

Planning Ahead:

- Are the classes I am enrolled in meet the academic requirements for my degree?

Week 1:

- Meet with my program coordinator/advisor

Planning Ahead:

- What strategies, skills, and processes will be effective to apply this quarter?
- Do I have the capacity to be a full-time student?
- Am I aware of the add/drop deadlines and taking action if appropriate?
- Will I be able to balance my research commitment, my internship, my job, etc. if applicable?

Week 4:

Planning Ahead:

- Have I been able to keep up with my classes?
- Am I concerned about my grades?
- Am I considering the deadline to drop without a "W" if I'm struggling in a particular course?

Week 6:

- Plan courses for next quarter by reviewing the Schedule of Classes.
- Visit BENG Office Hours with Grad Affairs or send an email my program coordinator/advisor to ask for feedback on classes for next quarter

Planning Ahead:

- Do I know what classes I will have remaining after next quarter?
- Are my research, my internship, or my job responsibilities and goals being met?
- If applicable, have I done a progress check with my supervisor?

Week 7:

- Check in with my program coordinator/advisor to follow up on my academic progress

Week 8:

Planning Ahead:

- Am I preparing for finals and reaching out to classmates that I can study with?
- Am I on track to finish the quarter with passing grades?

Week 9:

Planning Ahead:

- Am I aware of my finals schedule? If there are conflicts, did I contact my professors to ask for flexibility?

Week 10:

Planning Ahead:

- Am I studying for my finals?
- Am I taking care of myself and ensuring that my physical and mental well-being comes before anything else?

Academic deadlines:

Note: deadlines are subject to change. Please review the [Enrollment and Registration calendar](#) to confirm all relevant deadlines

Thursday, Week 2: Last day for waitlist to run

Friday, Week 2: Last day to add courses; Last day to file for part-time status

Friday, Week 3: Last day to advance to candidacy and inform the program coordinator if graduating

Friday, Week 4: Last day to drop courses without "W" grade on transcript

Friday, Week 6: Last day to drop courses with a "W" on transcript; Last day to change the units or the grading option for a course

Friday, Week 10: Last day to complete your defense, submit any deliverables, and complete Final Report Form if graduating