

## Graduation Checklist - Spanish

Use this checklist as a guide to your preparation for graduation. Be sure that you have completed everything on the checklist before or during the semester you plan to graduate.

In order to graduate, you must:

- Have completed 30 hours of graduate work, over and above the undergraduate prerequisites, 18 of these credit hours being at the 5500 level
- In your final semester, enroll in at least one 3-hour graduate course or Foreign Languages 5899
- Demonstrate Second Language Proficiency\*
- Make up "Incomplete" grades
- Apply to graduate
- Submit the MA Program of Study Form
- Submit a reading list to your professors -This list is used to create questions for your MA final examination
- Set a date to take the MA Exam
- Get your commencement regalia from the bookstore (if you plan on attending the ceremony)
- Confirm with the department that Results of the MA Exam and the Program of Study Form have been signed and forwarded to records

- 
- 
- \* Demonstrate Second Language Proficiency in one of the following ways:
- Achieve a grade of "B" or better in a 200-level course
  - Achieve a grade of "C" or better in (2) 300-level courses
  - Achieve a grade of "C" or better in a 400-level literature or civilization course
  - Pass a reading exam (see graduate adviser for details)
- 
- 

### Instructions for the MA Program of Study form:

The form is available at the department office at Scofield 216 or at [cas.umkc.edu/foreign](http://cas.umkc.edu/foreign) on the "Graduate Students" page. To complete the form, obtain a current UNOFFICIAL TRANSCRIPT from the A&S Advising office in Scofield Hall, Room 9.

Make sure you were enrolled in the graduate program for all courses you are counting toward your degree. Pay close attention to this if you were required to complete prerequisites before being fully admitted to the program. All courses taken at the graduate level should have "G A&S" printed to their right on the transcript.

If the topic of a special topics class is not listed, and you don't recall what it was, check with the administrative assistant at [fm-lq@umkc.edu](mailto:fm-lq@umkc.edu) or 235-1311.

Be sure to write in your current semester courses, leaving the grade area blank. No more than 12 credit hours may be at the 300- or 400- levels.