

B.A. Checklist

TIME LINE	TASK
First semester	Make an advising appointment with your advisor. Your advisor will go over your advising guide with you. A list of students and assigned advisors is available in the glass case in front of CL 473.
Early in the program	Take the Writing Skills Test (WST) if you haven't already done so. (WST information is available in the Testing Office in the Student Services Center and at http://testing.sjsu.edu/wst/).
Early in the program	Meet with your advisor to: a. Check that you have met or will meet all lower division GE requirements and will meet all SJSU Studies requirements. Keep track on MySJSU's Academic Requirements page. b. Plan your 21 core units in the B.A. linguistics program. c. Check that you have approval for your 15 units of electives. d. Plan how to fulfill the Foreign Language Requirement, if you haven't already fulfilled it.
Early in the program	Take LLD 100W (unless waived by a high pass on the WST).
Two semesters before you graduate	File a Major form (http://www.sjsu.edu/linguistics/forms/) and an Application for Graduation Baccalaureate Degree (http://www.sjsu.edu/registrar/docs/grad_app.pdf). Bring both forms to your advisor who will circulate it for all the needed signatures. Take the signed forms to Student Services Center, Window R.
After submitting the graduation forms	if you change your program from what is listed on the Major form, fill out a Substitution form (http://www.sjsu.edu/registrar/docs/substitution_form.pdf), collect signatures from your departmental advisor and the Chair of LLD, and submit the form sealed to Window R in the Student Services Center.
Any time	Every time you change your name, address, phone number or your email address, please update your contact information accordingly in MySJSU.

Statement on Plagiarism

The Department would like to emphasize that we adhere strictly to the rules against plagiarism as set forth in the SJSU Catalog. The Catalog defines plagiarism as follows:

1.2 Plagiarism. At SJSU, plagiarism is the act of representing the work of another as one's own (without giving appropriate credit) regardless of how that work was obtained, and submitting it to fulfill academic requirements. Plagiarism at SJSU includes but is not limited to:

1.2.1 The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work; and

1.2.2 Representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures or similar works as one's own.

(available at <http://info.sjsu.edu/web-dbggen/narr/catalog/rec-1520.html> – Academic Integrity Policy)

Should a student plagiarize in any Linguistics or LLD course, the instructor will report the student to the University's Office of Judicial Affairs.

I have read and understood this statement.

Signature _____ Date _____