August 2018 Early Checkout - Avoid Summer Registration

March 1

Degree Audit Form
- Must be submitted the semester prior to the semester you intend to graduate.
- Master's thesis and PhD forms submitted without an Advisor/Thesis Committee Request form on file will not be accepted.

After Degree Audit Processed →

Check your Degree Evaluation
- Check after you receive an email from OGS.
- If you see any No comments, you may need to submit an addendum.

Addendum
- If you make any changes to your Degree Audit, an addendum must be submitted.
- Submit with Checkout form.

March 1

Admission to Candidacy Form
- **PhDs only**
- Must be submitted after you have completed the PhD qualifying process

April 15

Apply to Graduate
- Complete the Graduation Application in Trailhead.

Obtain Checkout Form
- OGS will email checkout forms after students have applied to graduate in Trailhead.
- We will begin sending forms on April 15
- If you need your checkout form sooner than April 15, please contact OGS.

May 14

Submittal Page
- Master's thesis and PHDs only.
- Submit signed submittal page to the Office of Graduate Studies by 5:00pm.

Thesis Upload
- Master's thesis & PHDs only.
- Submit your thesis through ProQuest by midnight.
- Thesis content must be approved by committee prior to uploading.
- Thesis formatting must be reviewed & approved before checkout.

May 18

Thesis Approval
- Thesis formatting must be accepted by OGS by 1:00pm

Survey of Earned Doctorate
- PHD students only.
- Complete survey prior to submitting your checkout card.

Checkout Form
- Completed checkout form must be submitted to OGS by 5:00pm
- Submit form between April 15 - May 18.

Aug 17-Aug 30

Degrees Awarded
- Degrees will be awarded August 17, 2018 - August 30, 2018
- Degree Evaluations must have all "yes" marks and cumulative GPA must be 3.0 or higher.
- Students transferring credit from another university must have official Transcripts on file with OGS by August 24, 2018.