August 2018 Standard Checkout-Must Register for Summer

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.



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.



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

•Starting April 15, 2018, OGS will begin emailing checkout forms for those that have applied to graduate in Trailhead. If you need your checkout form sooner than April 15, please contact OGS.



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.

August 1

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 May 21 August 1



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