

Office of Graduate Studies (OGS)

GRADUATION CHECKOUT PROCESS

Process	Deadlines and Additional Information	Master's Non- Thesis	Master's Thesis	PhD
Submit Forms				
<u>Advisor-Committee Request Form</u>	<ul style="list-style-type: none"> ●Required for all thesis based students ●Students earning more than 1 thesis based degree must submit this form for every degree. ●Non-thesis students must submit this form if changing advisors, or adding a co-advisor or minor representative ●Due: Prior to submitting Degree Audit form 	n/a	✓	✓
<u>Degree Audit Form</u>	<ul style="list-style-type: none"> ●Required for all students ●Required for every degree ●Due November 1st for May graduation, March 1st for August graduation and May 1st for December graduation 	✓	✓	✓
<u>Admission to Candidacy Form</u>	<ul style="list-style-type: none"> ●PhDs only ●Due: 1st day of class of semester graduating 	n/a	n/a	✓
After Submitting all the Forms Above				
<u>Apply to Graduate in Trailhead</u>	<ul style="list-style-type: none"> ●All students must apply to graduate in Trailhead ●Apply by Census Day of semester graduating unless checking out early. See Deadlines (http://inside.mines.edu/Graduation-Checklist) 	✓	✓	✓
After you have Applied to Graduate				
<u>Checkout Form</u>	●OGS will email you your checkout form when it is ready	✓	✓	✓
<u>Check degree evaluation in Trailhead</u>	Check for any "no's"	✓	✓	✓
<u>Checkout with the Career Center</u>	Ben Parker Student Center, Suite 37	✓	✓	✓
<u>Checkout with the Alumni Association</u>	Starzer Welcome Center	✓	✓	✓
<u>Enter Diploma Mailing Address in Trailhead</u>	<ul style="list-style-type: none"> ●Diplomas only mailed to Diploma Mailing Address ●Do not add an end date ●Diplomas will be mailed 3-4 months after the ceremony. Questions: Contact the Registrar 	✓	✓	✓
<u>Enter Personal Email in Trailhead</u>	Graduation photographer will email you via your personal email	✓	✓	✓
<u>Upload Thesis in ProQuest</u>	Due: Upload Deadline	n/a	✓	✓
<u>Survey of Earned Doctorate</u>	Complete prior to checkout deadline	n/a	n/a	✓
Checkout with the Office of Graduate Studies by the Deadline				
<u>Thesis formatting approved</u>	●Approved by 1:00pm on day of check-out deadline	n/a	✓	✓
<u>Submit completed checkout form</u>	<ul style="list-style-type: none"> ●Due by checkout deadline ●Submit to OGS 	✓	✓	✓
After Checkout with the Office of Graduate Studies				
<u>Settle accounts with the Cashier</u>	Holds will be placed on unpaid accounts	✓	✓	✓
<u>Return your keys to the Key Shop</u>	Holds will be placed until keys are returned	✓	✓	✓
<u>Free packet of announcements</u>	<ul style="list-style-type: none"> ●Pick up free packet at Bookstore ●You may order more from the Bookstore 	✓	✓	✓
<u>Graduate Student Exit Questionnaire</u>	Sent via Survey Monkey at the end of the semester	✓	✓	✓