# **December 2017 Standard Checkout Dates-Master's Non-Thesis Students**



### **Degree Audit Form**

 Must be submitted the semester prior to the semester you intend to graduate.



## **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 form, an addendum must be submitted.
- Submit with Checkout form.



## **Apply to Graduate**

• Complete the Graduation Application in Trailhead.

### **Obtain Checkout Form**

 Your check-out form will be emailed to your CSM email address.



## **Checkout Form**

- Completed Check-out form must be submitted to OGS by 5:00 pm.
- Submit card between September 5-November 10

## **Degree Awarded**



- Degrees will be awarded December 18, 2017 January 5, 2018
- Degree Evaluations must have all "yes" marks
- •Students transferring credit from another university must have official Transcripts on file with OGS by December 22, 2017