# **December 2017 Early Checkout Dates to Avoid Fall Registration**

May 1st

# **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.

Aug 21st

# **Admission to Candidacy Form**

- PhDs only
- Must be submitted after you have completed the PhD qualifying process

Aug 29th

# **Apply to Graduate**

• Complete the Graduation Application in Trailhead.

### **Obtain Checkout Form**

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

Aug 29th

# **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.

Sep 5th

# **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 form.

#### **Checkout Form**

- •Completed checkout form must be submitted to OGS by 5:00pm
- •Submit form between August 1-Sept 5

Dec - Jan

## **Degrees 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