Fall 2017 Standard Checkout Dates-Master's Thesis



Degree Audit Form

- Must be submitted the semester prior to the semester you intend to graduate.
- Master's thesis 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 form, an addendum must be submitted.
- Submit by census day of semester of graduation.



Apply to Graduate

Complete the Graduation Application in Trailhead.



Submittal Page

 Submit signed submittal page to the Office of Graduate Studies by 5:00 pm.



Thesis Formatting Approval

•Thesis formatting must be accepted by OGS by 1:00pm

Obtain Checkout Card

- Complete graduation survey, which will be emailed to you approximately 1 day - 2 weeks after you apply.
- •After survey is completed, your check-out card will be emailed to your CSM email address.

Thesis Upload

- Submit your thesis through <u>ProQuest</u> by midnight.
- •Thesis content must be approved by committee prior to uploading.
- Thesis formatting must be reviewed & approved before checkout.

Checkout Card

- •Completed Check out card must be submitted to OGS by 5:00pm.
- •Submit card between September 6 December 8



Commencement

- Thursday, December 14, 2017
- •7:00pm-9:00pm
- Lockridge Arena



Degree Awarded

- Degrees will be awarded December 19, 2017 January 6, 2018
- Degree Evaluations must have all "yes" marks
- Students transferring credit from another university must have official Transcripts on file with OGS by December 22nd, 2017

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