# May 2018 Standard Checkout Dates PhD's

Nov 1

## **Degree Audit Form**

- Must be submitted the semester prior to the semester you intend to graduate.
- 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 form, an addendum must be submitted.
- Submit with Checkout form.

Jan 9

## **Admission to Candidacy Form**

• Submit Admission to Candidacy form after completing the PhD qualifying process

Jan 24

## **Apply to Graduate**

• Complete the Graduation Application in Trailhead.

#### **Checkout Form**

- •OGS will send your checkout form to you CSM email address after you have applied to graduate in Trailhead.
- OGS will begin emailing forms on December 1st
- •If you need your form before December 1st, please contact OGS

April 9

## **Submittal Page**

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

## **Thesis Upload**

Submit your thesis through <u>ProQuest</u> by midnight.
Thesis formatting must be reviewed & approved by OGS before checkout.

April 13

# **Thesis Approval**

 Thesis formatting must be accepted by OGS BY 1:00 pm.

#### **Survey of Earned Doctorate**

 All PHD students must complete Survey prior to submitting the checkout form.

#### **Checkout Form**

- Completed checkout forms must be submitted to OGS by 5:00 pm
- Submit January 25-April 13

May 14-25

## **Degree Awarded**

- Degrees will be awarded May 14, 2018 May 25, 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 May 18, 2018.