May 2018 Standard Checkout Dates-Master's Thesis

Nov 1

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.

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

Jan 24

Apply to Graduate

- Complete the Graduation Application in Trailhead.

Obtain Checkout Form

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

April 16

Submittal Page

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

Thesis Upload

- 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.

April 20

Thesis Formatting Approval

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

Checkout Form

- Completed Check out form must be submitted to OGS by 5:00pm.
- We encourage that students submit the Checkout form with the Submittal Page.

May 14-25

Degrees 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.