August 2018 Early Checkout - Avoid Summer Registration

March 1

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.

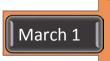


Check your Degree Evaluation

- 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.



Admission to Candidacy Form

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



Apply to Graduate

• Complete the Graduation Application in Trailhead.

Obtain Checkout Form

- •OGS will email checkout forms after students have applied to graduate in Trailhead.
- We will begin sending forms on April 15
- If you need your checkout form sooner than April 15, please contact OGS.

| May 14 |

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.

May 18

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 card.

Checkout Form

- Completed checkout form must be submitted to OGS by 5:00pm
- •Submit form between April 15 May 18.

Aug 17-Aug 30

Degrees Awarded

- Degrees will be awarded August 17, 2018 August 30, 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 August 24, 2018.