

Office of Graduate Studies (OGS)

GRADUATION CHECKOUT PROCESS

Process	Deadlines and Additional Information	Master's Non-Thesis	Master's Thesis	PhD
Submit Forms				
<u>Advisor-Committee Request Form</u>	<ul style="list-style-type: none"> Required for all thesis based students Students earning more than 1 thesis based degree must submit this form for every degree. Non-thesis students submit if changing advisors Due: Prior to submitting Degree Audit form 	n/a	✓	✓
<u>Degree Audit Form</u>	<ul style="list-style-type: none"> Required for all students Required for every degree Due November 1st for May graduation, March 1st for August graduation and May 1st for December graduation 	✓	✓	✓
<u>Admission to Candidacy Form</u>	<ul style="list-style-type: none"> PhDs only Due: 1st day of class of semester graduating 	n/a	n/a	✓
After Submitting all the Forms Above				
<u>Apply to Graduate in Trailhead</u>	<ul style="list-style-type: none"> All students must apply to graduate in Trailhead Apply by Census Day of semester graduating unless checking out early. See Deadlines (http://inside.mines.edu/Graduation-Checklist) 	✓	✓	✓
After you have Applied to Graduate				
<u>Checkout Form</u>	<ul style="list-style-type: none"> OGS will email you your checkout form when ready 	✓	✓	✓
<u>Order Regalia</u>	<ul style="list-style-type: none"> Master's students MUST order regalia at Bookstore. PhDs must submit Doctoral Gown Agreement Students who do not order regalia will not be allowed to walk in the ceremony. 	✓	✓	✓
<u>Log onto Marching Order to verify information</u>	<ul style="list-style-type: none"> You CANNOT logon until you receive an email with directions. 	✓	✓	✓
<u>Check degree evaluation in Trailhead</u>	<ul style="list-style-type: none"> Check for any "no's" Check-out forms submitted with no comments that have not been approved by OGS must have an Addendum to Degree Audit form attached. <i>No comments for the Master's or Doctoral Thesis Requirements will be changed to "yes" after the thesis formatting has been approved (so it is OK to submit check-out form with this "no" comment).</i> Check-out forms submitted with no comments without the Addendum to Degree Audit will be returned to the department, which could result in missing the check-out deadline and not graduating. 	✓	✓	✓
<u>Checkout with the Career Center</u>	Ben Parker Student Center, Suite 37	✓	✓	✓
<u>Checkout with the Alumni Association</u>	Starzer Welcome Center	✓	✓	✓
<u>Enter Diploma Mailing Address in Trailhead</u>	<ul style="list-style-type: none"> Diplomas only mailed to Diploma Mailing Address Do not add an end date Diplomas will be mailed 3-4 months after the ceremony. Questions: Contact the Registrar 	✓	✓	✓
<u>Enter Personal Email in Trailhead</u>	Graduation photographer will email your personal email	✓	✓	✓
<u>Upload Thesis in ProQuest</u>	Due: Upload Deadline	n/a	✓	✓
<u>Survey of Earned Doctorate</u>	Complete prior to checkout deadline	n/a	n/a	✓
Checkout with the Office of Graduate Studies by the Deadline				
<u>Thesis formatting approved</u>	<ul style="list-style-type: none"> Approved by 1:00pm on day of check-out deadline 	n/a	✓	✓
<u>Submit completed checkout form</u>	<ul style="list-style-type: none"> Due by 5:00 pm on checkout deadline Submit to OGS 	✓	✓	✓
After Checkout with the Office of Graduate Studies				
<u>Settle accounts with the Cashier</u>	Holds will be placed on unpaid accounts	✓	✓	✓
<u>Return your keys to the Key Shop</u>	Holds will be placed until keys are returned	✓	✓	✓
<u>Free packet of announcements</u>	<ul style="list-style-type: none"> Pick up free packet at Bookstore You may order more from the Bookstore 	✓	✓	✓
<u>Graduate Student Exit Questionnaire</u>	Sent via Survey Monkey at the end of the semester	✓	✓	✓