December 2017 Standard Checkout Dates-Master's Thesis

May 1st

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.

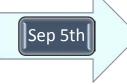


<u>Check your Degree</u> Evaluation

- 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.



Apply to Graduate

• Complete the Graduation Application in Trailhead.

Obtain Checkout Form

 Your check-out form will be emailed to your CSM email address.



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.

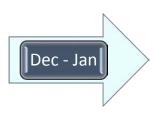


Thesis Formatting Approval

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

Checkout Form

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



Degree Awarded

- Degrees will be awarded December 18, 2017 January 5, 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