December 2017 Standard Checkout Dates-PHD's

May 1st

Degree Audit Form

- Must be submitted the semester prior to the semester you intend to graduate.
- •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.

Aug 21st

Admission to Candidacy Form

• Submit this form after you have completed the PhD qualifying process

Sept 5th

Apply To Graduate

Complete the Graduation Application in Trailhead

Nov 13th

Submittal Page

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

Obtain Checkout Form

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

Thesis Upload

- Submit your thesis through **ProQuest** by midnight.
- Thesis content must be approved by committee prior to uploading.

Nov 17th

Dec - Jan

Thesis Formatting Approved

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

Survey of Earned Doctorate

 Complete prior to submitting checkout form

Checkout Form

 Completed checkout form must be submitted to OGS by 5:00pm

Degrees 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 22, 2017