Fall 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.

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 by census day of semester of graduation

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

Obtain Checkout Card

- Complete graduation survey, which will be emailed to you approximately 1 day - 2 weeks after you apply.
- After survey is completed, your check-out card will be emailed to your CSM email address.

Nov 13th

Submittal Page

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

Thesis Upload

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

Nov 17th

Thesis Formatting Approved

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

Survey of Earned Doctorate

- Complete prior to submitting checkout card

Checkout Card

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

Dec 14th

Commencement

- Thursday, December 14, 2017
- 7:00pm-9:00pm
- Lockridge Arena

Dec - Jan

Degrees Awarded

- Degrees will be awarded December 19, 2017 - January 6, 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