May 2018 Early Checkout Dates to Avoid Spring Registration

Degrees will be awarded May 14, 2018 - May 25, 2018

Degree Evaluations must have all "yes" marks

May 14-25

Check your Degree Addendum **Degree Audit form Evaluation** • Must be submitted the semester prior to Nov 1 Check after you receive an email If you make any changes to your the semester you intend to graduate. After Degree from OGS. Degree Audit, an addendum must Master's thesis and PhD forms submitted Audit processed be submitted. If you see any No comments, you without an Advisor/Thesis Committee Submit with Checkout form. may need to submit an Request form on file will not be accepted. addendum. **Admission to Candidacy form** Jan 9 PhDs only Must be submitted after you have completed the PhD qualifying process **Apply to Graduate Obtain Checkout Form** Jan 17 OGS will send your checkout form to you CSM email address after • Complete the Graduation Application in Trailhead you have applied to graduate in Trailhead. OGS will begin emailing forms on December 1st •If you need your form before December 1st, please contact OGS **Thesis Upload Submittal Page** Master's thesis and PHDs only. Master's thesis & PHDs only. Submit original signed submittal page to the Office of Graduate Submit your thesis through ProQuest by midnight. Studies by 5:00pm. Thesis content must be approved by committee prior to uploading. •Theis formating must be revidewed & approved before checkout **Thesis Approval Survey of Earned Doctorate Checkout Form** Completed checkout form must be Thesis formatting must be accepted by PHD students only. OGS BY 1:00 pm. submitted to OGS BY 5:00 pm Complete Survey prior to submitting your checkout card. **Degree Awarded**

Students transferring credit from another university must have official Transcripts on file with OGS by May 18, 2018