Spring 2017 Early Checkout Dates to Avoid Spring Registration

Nov 1

Degree Audit form

- Must be submitted the semester prior to the semester you intend to graduate.
- Master's thesis and PhD 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, an addendum must be submitted.
- Submit by census day of semester of graduation.

Jan 10

Admission to Candidacy form

- **PhDs only**
- Must be submitted after you have completed the PhD qualifying process

Jan 18

Apply to Graduate

- Complete the Graduation Application in Trailhead

Obtain Checkout Card

- Starting December 1, 2016, OGS will start emailing checkout forms for those that have applied to graduate in Trailhead. If you need your checkout form sooner than December 1, please contact OGS.

Jan 18

Submittal Page

- Master's thesis and PHDs only. Submit signed submittal page to the Office of Graduate Studies by 5:00pm.

Thesis Upload

- Master's thesis & PHDs only.
- Submit your thesis through ProQuest by midnight.
- Thesis content must be approved by committee prior to uploading.
- Theis formating must be revidewed & approved before checkout

Jan 25

Thesis Approval

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

Survey of Earned Doctorate

- PHD students only.
- Complete Survey prior to submitting your checkout card.

Checkout Card

- Completed checkout card must be submitted to OGS BY 5:00 pm
- Submit card between January 18th -January 25th

May 2017

Commencement

- Thursday, May 11, 2017
- 7:00 pm - 9:00 pm
- Student Recreation Center - Lockridge Arena

May 15-26

Degree Awarded

- Degrees will be awarded May 15th, 2017 - May 26th, 2017
- Degree Evaluations must have all "yes" marks
- Students transferring credit from another university must have official Transcripts on file with OGS by May 19th 2017.