Spring 2017 Standard Checkout Dates PhD's

Degree Audit Form Check your Degree Evaluation Addendum Must be submitted the semester prior to Check after you receive an email If you make any changes to your After Degree the semester you intend to graduate. **Audit Processed** from OGS. Degree Audit form, an addendum Nov 1 PhD forms submitted without an must be submitted. • If you see any No comments, you Advisor/Thesis Committee Request form on may need to submit an addendum. Submit by census day of semester of file will not be accepted. graduation **Admission to Candidacy Form** Jan 10 Submit Admission to Candidacy form after completing the PhD qualifying process **Apply to Graduate Checkout Card** Jan 25 • Complete the Graduation Application in Trailhead. • 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. **Submittal Page Thesis Upload** April 10 Submit signed submittal page to the Office of Graduate Studies by Submit your thesis through ProQuest by midnight. Thesis formatting must be reviewed & approved by OGS before checkout. 5:00 pm. **Thesis Approval Survey of Earned Doctorate Checkout Card** April 14 All PHD students must complete Completed checkout forms must • Thesis formatting must be accepted by OGS BY 1:00 pm. Survey prior to submitting the be submitted to OGS by 5:00 pm checkout form. • Submit January 25-April 14 Commencement May 11 Thursday, May 11, 2017 • 7:00pm-9:00pm Student Recreation Center - Lockridge Arena **Degree Awarded** May 15-26 Degrees will be awarded May 15, 2017 - May 26, 2017

• Degree Evaluations must have all "yes" marks and cumulative GPA must be 3.0 or higher.

• Students transferring credit from another university must have official Transcripts on file with OGS by May 19, 2017.