Spring 2017 Standard Checkout Dates-Master's Thesis

Nov 1

Degree Audit Form

- Must be submitted the semester prior to the semester you intend to graduate.
- Master's thesis 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.

Jan 25

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.

April 17

Submittal Page

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

Thesis Upload

- Submit your thesis through ProQuest by midnight.
- Thesis content must be approved by committee prior to uploading.
- Thesis formatting must be reviewed & approved before checkout.

May 5

Thesis Formatting Approval

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

Checkout Card

- Completed Check out card must be submitted to OGS by 5:00pm.
- Submit card between January 25, 2017 - May 5, 2017

May 11

Commencement

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

May 15-26

Degrees Awarded

- 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.