December 2017 Early Checkout Dates to Avoid Fall Registration

May 1st

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.

Aug 21st

Admission to Candidacy Form

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

Aug 29th

Apply to Graduate

Complete the Graduation Application in Trailhead.

Obtain Checkout Form

Your check-out form will be emailed to your CSM email address.

Aug 29th

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.
- Thesis formatting must be reviewed & approved before checkout.



Thesis Approval

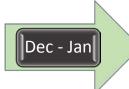
 Thesis formatting must be accepted by OGS by 1:00pm

Survey of Earned Doctorate

- PHD students only.
- Complete survey prior to submitting your checkout form.

Checkout Form

- Completed checkout form must be submitted to OGS by 5:00pm
- •Submit form between August 1-Sept 5



Degrees Awarded

- Degrees will be awarded December 18, 2017 January 5, 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