

# May 2018 Standard Checkout Dates-Master's Non-Thesis Students

Nov 1

## Degree Audit Form

- Must be submitted the semester prior to the semester you intend to graduate.

After Degree Audit Processed

## Check your Degree Evaluation

- Check after you receive an email from OGS
- If you see any No comments, you need to submit an addendum.

## Addendum

- If you make any changes to your Degree Audit form, an addendum must be submitted.
- Submit with Checkout form.

Jan 24

## Apply to Graduate

- Complete the Graduation Application in Trailhead.

## Obtain Checkout Form

- OGS will send your checkout form to your CSM email address after you have applied to graduate in Trailhead.
- We will begin emailing forms on December 1
- If you need your form before December 1, please contact OGS

April 6

## Checkout Form

- Completed Check-out card must be submitted to OGS by 5:00 pm.
- Submit form between January 25, 2018-April 6, 2018

May 14-25

## Degrees Awarded

- Degrees will be awarded May 14, 2018- May 25, 2018
- 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 18, 2018.