Spring 2016 Standard Checkout Dates-Master's Thesis Students

**Degree Audit Form**
- Must be submitted the semester prior to the semester you intend to graduate.
- Forms submitted without an Advisor/Thesis Committee Request form on file will not be accepted.

**Apply to Graduate**
- Complete the Graduation Application by Census Day of the Semester you intend to graduate.

**Submittal Page**
- Master's thesis and PHDs only. Submit signed submittal page to the Office of Graduate Studies before uploading thesis.

**Checkout Card**
- Completed Checkout Card must be turned in to be able to graduate.

**Statement of Work Completion**
- Required of all students. Submit this form with your completed checkout card to the Office of Graduate Studies.

**Regulated Materials**
- Master's thesis only. Submit this form with your completed checkout card and Statement of Work Completion.

**Check your Degree Evaluation**
- Check 1 to 2 weeks after you have turned in your Degree Audit form.
- If you see any No comments, you may need to submit an addendum.

**Checkout Card**
- Can be submitted up until 1 week before graduation.
- If you make any changes to your Degree Audit form, an addendum must be submitted.

**Thesis Upload**
- Master's thesis & PHDs only. Submit your thesis through ProQuest. Thesis must be reviewed & approved before checkout.

**Addendum**
- Can be submitted up until 1 week before graduation.
- If you make any changes to your Degree Audit form, an addendum must be submitted.

**Commencement Practice**
- All graduates who are attending the commencement Ceremony Must Attend Graduation Practice.
- 4:00pm-5:00pm

**Commencement**
- 5:00pm-7:00pm