

Step-by-Step Guide for Graduate Students

Order of Action Required	When	Master's - Non-Thesis	Master's - Thesis	Doctor of Philosophy
Graduation Deadlines	To avoid missing deadlines, check the deadlines information as soon as you begin graduate school.	✓	✓	✓
Thesis Writer's Guide	Thesis based students must follow the formatting rules in the Thesis Writer's Guide.	NA	✓	✓
Advisor-Committee Request Form	<ul style="list-style-type: none"> ●Required for all thesis students ●Submit by 2nd semester of graduate school 	<i>Required only if changing advisors or adding/deleting a minor representative</i>	✓	✓
Degree Audit Form	<ul style="list-style-type: none"> ●Required for all students ●Submit by: <ul style="list-style-type: none"> °May 1st for December graduation and/or fall semester reduced registration °November 1st for May graduation and/or spring semester reduced registration °March 1st for August graduation 	✓	✓	✓
Admission to Candidacy Form	<ul style="list-style-type: none"> ●PhDs only ●Submit this form after completing the PhD qualifying process ●Submission deadline:Typically the 1st day of class for semester of graduation term and/or semester you want Reduced Registration. <i>Early check-out deadlines vary.</i> 	NA	NA	✓
Graduation Application	<ul style="list-style-type: none"> ●Required for all students <i>See Graduation Deadlines above</i>	✓	✓	✓
Graduation Survey	A Graduation Survey will be emailed to your CSM email address approximately 2 weeks after you have applied to graduate in Trailhead.	✓	✓	✓
Marching Order	<p>All graduate students will be required to log onto Marching Order to verify information.</p> <p><i>A link and directions will be emailed to students who have applied to graduate after census day of the graduation term.</i></p>	✓	✓	✓
Submittal Page	<ul style="list-style-type: none"> ●Thesis students only ●Submit to the Office of Graduate Studies by 5:00 pm on upload deadline. <i>See Graduation deadlines above</i>	NA	✓	✓
Thesis Uploaded in ProQuest	<ul style="list-style-type: none"> ●Upload content approved thesis in ProQuest by midnight of upload deadline. ●After upload, OGS will begin the format review. ●Thesis Formatting must be approved prior to check-out 	NA	✓	✓
Survey of Earned Doctorate	<ul style="list-style-type: none"> ●PhDs only ●Complete survey prior to check-out 	NA	NA	✓
Checkout Card	<ul style="list-style-type: none"> ●Required for all students ●Checkout card will be emailed to student's CSM email address after the graduation survey has been completed. ●Submit to Grad Office by check-out deadline - see Graduate School Deadlines. 	✓	✓	✓
Commencement Practice	Required only if attending Commencement Ceremony	✓	✓	✓
Commencement Ceremony	<ul style="list-style-type: none"> ●Required only if attending Ceremony ●To walk in the ceremony, you must indicate attendance on your graduation application, graduation survey or notify OGS at least 1 month prior to ceremony. 	✓	✓	✓