<table>
<thead>
<tr>
<th>Order of Action Required</th>
<th>When</th>
<th>Master's - Non-Thesis</th>
<th>Master's - Thesis</th>
<th>Doctor of Philosophy</th>
</tr>
</thead>
</table>
| Advisor-Committee Request Form                  | ● Required for thesis students  
● Submitted by 2nd semester of graduate school | Required only if changing advisors or adding/deleting a minor representative | ✓ | ✓ |
| Degree Audit Form                               | ● Required for all students  
● Submit by:  
° May 1st for December graduation for fall reduced registration.  
° November 1st for May graduation or spring reduced registration.  
° March 1st for August graduation | ✓ | ✓ | ✓ |
| Admission to Candidacy Form                     | ● PhDs only  
● Submit this form after completing the PhD qualifying process  
● Submission deadline: Typically the 1st day of class for semester of graduation and/or semester you want Reduced Registration. Early check-out deadlines vary. | NA | NA | ✓ |
| Graduation Application                          | ● Required for all students  
● Apply by Census Day of the intended graduation semester - see Academic Calendar for census dates | ✓ | ✓ | ✓ |
| Submittal Page                                  | Submit to the Office of Graduate Studies by 5:00 pm on upload deadline | NA | ✓ | ✓ |
| Thesis Uploaded in ProQuest                    | Upload content approved thesis in ProQuest by midnight of upload deadline. After upload, OGS will begin the format review. | NA | ✓ | ✓ |
| Survey of Earned Doctorate                      | ● PhDs only  
● Complete survey prior to check-out | NA | NA | ✓ |
| Checkout Card                                  | ● Required for all students  
● Submit to Grad Office by check-out deadline - see Graduate School Deadlines.  
● Checkout card available for pick up | ✓ | ✓ | ✓ |
| Commencement Practice                           | Required only if attending Commencement Ceremony | ✓ | ✓ | ✓ |
| Commencement Ceremony                           | ● Required only if attending Ceremony  
● To attend, you must:  
° Indicate attendance on graduation application, or  
° If you selected that you would not attend, you must notify OGS at least 1 month prior to graduation. | ✓ | ✓ | ✓ |