## **December 2018 Standard Checkout Dates-PHD's**

**Check your Degree Degree Audit Form** Addendum **Evaluation** May 1 Must be submitted the semester prior After Degree Audit •Check after you receive an If you make any changes to to the semester you intend to Processed email from OGS. your Degree Audit form, an graduate. addendum must be Forms submitted without an If you see any No comments, submitted. Advisor/Thesis Committee Request you may need to submit an form on file will not be accepted. Submit with Checkout form. addendum. **Admission to Candidacy Form** Aug 20 Submit this form after you have completed the PhD qualifying process **Apply To Graduate Obtain Checkout Form** Sept 4 • Complete the Graduation Application in Trailhead • Your check-out form will be emailed to your CSM email address. **Submittal Page Thesis Upload** Nov 12 Submit signed submittal page to the Office of • Submit your thesis through ProQuest by midnight. Graduate Studies by 5:00pm • Thesis content must be approved by committee prior to uploading. **Checkout Form Thesis Formatting Approved Survey of Earned Doctorate** Nov 16 • Thesis formatting must be Completed checkout form • Complete prior to accepted by OGS by 1:00pm. must be submitted to OGS submitting checkout form by 5:00pm **Degrees Awarded** • Degrees will be awarded December 17, 2018 - January 7, 2019 Dec - Jan Degree Evaluations must have all "yes" marks Students transferring credit from another university must have official Transcripts on file with OGS by December 21, 2018