

Graduation Checklist

Please checkout our [Graduate School](#) web page for more detailed information

Advisor/Thesis Committee Request	<ul style="list-style-type: none">• This must be on file with the Office of Graduate Studies before your Admission to Candidacy form is submitted. Required for Thesis based students.
Degree Audit/ Admission to Candidacy form	<ul style="list-style-type: none">• Must be submitted the semester prior to the semester you intend to graduate. Fall Graduation - Due May 1st, Spring Graduation - Due November 1st.
Check your Degree Evaluation	<ul style="list-style-type: none">• If you see any No comments, you may need to submit an addendum.
Addendum	<ul style="list-style-type: none">• If you make any changes to your previously submitted Degree Audit/Admission to Candidacy form, they must be submitted to the Office Of Graduate Studies.
Graduation Application	<ul style="list-style-type: none">• Complete the Graduation Application by <u>Census Day</u> of the Semester you intend to graduate.
Checkout Card	<ul style="list-style-type: none">• Obtain your checkout card from the Office of Graduate Studies approximately 1 week after you apply to graduate.
Submittal Page	<ul style="list-style-type: none">• Master's thesis and PHDs only. Submit signed submittal page to the Office of Graduate Studies before uploading thesis.
Thesis Upload	<ul style="list-style-type: none">• Master's thesis & PHDs only. Submit your thesis through <u>ProQuest</u> .Thesis must be reviewed & approved before checkout.
Survey of Earned Doctorate	<ul style="list-style-type: none">• PHD students only. Take this survey before you turn in your checkout card.
Statement of Work Completion	<ul style="list-style-type: none">• Required of all students. Submit this form with your completed checkout card to the Office of Graduate Studies.
Regulated Materials Checkout	<ul style="list-style-type: none">• Master's thesis and PHDs only. Submit this form with your completed checkout card and Statement of Work Completion
Attend Graduation Practice	<ul style="list-style-type: none">• Required of all who are attending Commencement.