# **December 2017 Standard Checkout Dates-Master's Non-Thesis Students**



### **Degree Audit Form**

 Must be submitted the semester prior to the semester you intend to graduate.



### **Check your Degree Evaluation**

- Check after you receive an email from OGS
- If you see any No comments, you may need to submit an addendum.

#### Addendum

- If you make any changes to your Degree Audit form, an addendum must be submitted.
- Submit by census day of semester of graduation



### **Apply to Graduate**

• Complete the Graduation Application in Trailhead.

#### **Obtain Checkout Form**

Your check-out form will be emailed to your CSM email address.



#### **Checkout Form**

- Completed Check-out form must be submitted to OGS by 5:00 pm.
- Submit card between September 5-November 10

# Dec - Jan

## **Degree Awarded**

- Degrees will be awarded December 18, 2017 January 5, 2018
- Degree Evaluations must have all "yes" marks
- •Students transferring credit from another university must have official Transcripts on file with OGS by December 22, 2017