<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>
<tbody>
<tr>
<td>Graduation Deadlines</td>
<td>To avoid missing deadlines, check the deadlines information as soon as you begin graduate school.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
| Advisor-Committee Request Form                                | ●Required for all thesis students  
●Submit 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 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                                   | ●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. Early check-out deadlines vary. | NA                   | NA                | ✓                    |
| Graduation Application                                        | ●Required for all students  
See Graduation Deadlines above | ✓                     | ✓                 | ✓                    |
| 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                                                | All graduate students will be required to log onto Marching Order to verify information.  
A link and directions will be emailed to students who have applied to graduate after census day of the graduation term. | ✓                     | ✓                 | ✓                    |
| Submittal Page                                                | ●Thesis students only  
●Submit to the Office of Graduate Studies by 5:00 pm on upload deadline.  
See Graduation deadlines above | NA                   | ✓                 | ✓                    |
| Thesis Uploaded in ProQuest                                   | ●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                                    | ●PhDs only  
●Complete survey prior to check-out | NA                   | NA                | ✓                    |
| Checkout Card                                                 | ●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                                         | ●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. | ✓                     | ✓                 | ✓                    |