

Graduate Thesis Committee Step-by-Step Guide for Fall Graduation 2019

Order of Action Required-Form	When	Link	Master's – Non-Thesis	Master - Thesis	Doctor of Philosophy
Advisor-Committee Request	Submitted by 2 nd semester	https://www.mines.edu/graduate-studies/forms/advisorthesis-committee/	Only if changing advisors	Submit 2 nd semester by May 1, 2019	Submit 2 nd semester by May 1, 2019
Degree Audit	No later than semester prior to applying for graduation	https://www.mines.edu/graduate-studies/forms/degree-audit/	May 1, 2019	May 1, 2019	May 1, 2019
Admission to Candidacy	No later than semester prior to applying for graduation	https://www.mines.edu/graduate-studies/forms/			Aug 19, 2019
Apply to Graduate in Trailhead	Census Day of the intended graduation semester	You can find it under Self Service – Student Tab – Student Records – Apply to Graduate.	Aug 23, 2019 early c/o Sep 3, 2019 std c/o	Aug 23, 2019 early c/o Sep 3, 2019 std c/o	Aug 23, 2019 early c/o Sep 3, 2019 std c/o
Registration Requirements- during the semester of defense/graduation	Students must be registered for at least 1 credit hour	https://www.mines.edu/graduate-studies/general-registration-requirements/	Aug 23, 2019 (late fee applied after this date)	Aug 23, 2019 (late fee applied after this date)	Aug 23, 2019 (late fee applied after this date)
CANVAS Check-out Course	After applying to graduate in Trailhead OGS will enroll by sending a Course Invitation. Complete Course by 5pm on Upload and Check-out Course Completion and Formatting Approval Deadlines	OGS will send course invitation. Complete 100% of the course.	Sep 3, 2019 early c/o Nov 8, 2019 std c/o	Aug 27, 2019 early c/o Nov 17, 2019 std c/o	Aug 27, 2019 early c/o Nov 17, 2019 std c/o

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Thesis Defense Form	Complete Module #1 in the CANVAS Check-out Course prior to thesis defense to obtain thesis Defense Form to take to the defense. Completed Thesis Defense form must be submitted to OGS by 5pm	Obtain through CANVAS Check-out Course.		Aug 27, 2019 early c/o Nov 17, 2019 std c/o	Aug 27, 2019 early c/o Nov 17, 2019 std c/o
Thesis Defense Request	At least 1 week prior to the Defense Date (Cheryl)	https://www.mines.edu/graduate-studies/forms/		1 week prior to Defense	1 week prior to Defense
Thesis & Submittal Page Uploaded in ProQuest	Submit by format approval deadline	https://www.mines.edu/graduate-studies/thesis-upload/		Aug 27, 2019 early c/o Nov 18, 2019 std c/o	Aug 27, 2019 early c/o Nov 1, 2019 std c/o
Commencement Practice	Required only if attending Commencement Ceremony. Register with Marching Order	https://www.marchingorder.com/graduate/grad_login.asp	Dec 13, 2019	Dec 13, 2019	Dec 13, 2019
Commencement Ceremony	May, Second Thursday	https://commencement.mines.edu/	Dec 13, 2019	Dec 13, 2019	Dec 13, 2019
PhD Hooding Ceremony	It is mandatory that doctoral candidates attend both the Commencement Ceremony and PhD Hooding				
Department Exit	Final Day at CSM Campus	https://geology.mines.edu/graduate-programs/master-of-engineering/ (checkout form)	Submit on Final Day	Submit on Final Day	Submit on Final Day