

**Graduate Thesis Committee Step-by-Step Guide for Spring Graduation May Commencement 2019**

| <b>Order of Action Required-Form</b>                                | <b>When</b>  | <b>Link</b>   | <b>Master's – Non-Thesis</b>                    | <b>Master - Thesis</b>                          | <b>Doctor of Philosophy</b>                     |
|---|--|---|---|---|---|
| Advisor-Committee Request   | Submitted by 2 <sup>nd</sup> semester  | <a href="https://www.mines.edu/graduate-studies/forms/advisorthesis-committee/">https://www.mines.edu/graduate-studies/forms/advisorthesis-committee/</a>         | Only if changing advisors                       | Submit 2 <sup>nd</sup> semester by Nov 1, 2018  | Submit 2 <sup>nd</sup> semester by Nov 1, 2018  |
| Degree Audit  | No later than semester prior to applying for graduation  | <a href="https://www.mines.edu/graduate-studies/forms/degree-audit/">https://www.mines.edu/graduate-studies/forms/degree-audit/</a>                               | Nov 1, 2018                                     | Nov 1, 2018                                     | Nov 1, 2018                                     |
| Admission to Candidacy  | No later than semester prior to applying for graduation  | <a href="https://www.mines.edu/graduate-studies/forms/">https://www.mines.edu/graduate-studies/forms/</a>   |   |   | Jan 8, 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.   | Jan 11, 2019                                    | Jan 11, 2019                                    | Jan 11, 2019                                    |
| Registration Requirements-during the semester of defense/graduation | Students must be registered for at least 1 credit hour   | <a href="https://www.mines.edu/graduate-studies/general-registration-requirements/">https://www.mines.edu/graduate-studies/general-registration-requirements/</a> | Jan 11, 2019 (late fee applied after this date) | Jan 11, 2019 (late fee applied after this date) | Jan 11, 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.   | Jan 23, 2019 early c/o Jan 23, 2019 std c/o     | Jan 16, 2019 early c/o Jan 23, 2019 std c/o     | Jan 16, 2019 early c/o Jan 23, 2019 std c/o     |

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| <b>Order of Action<br/>Required-Form</b>     | <b>When</b>   | <b>Link</b>   | <b>Master's –<br/>Non-Thesis</b>                 | <b>Master<br/>–<br/>Thesis</b>                    | <b>Doctor of<br/>Philosophy</b>                  |
|--|---|---|--|---|--|
| 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.   | Jan 23, 2019<br>early c/o Apr 5, 2019<br>std c/o | Jan 16, 2019<br>early c/o Apr 15, 2019<br>std c/o | Jan 16, 2019<br>early c/o Apr 15 2019<br>std c/o |
| Thesis Defense Request                       | At least 1 week prior to the Defense Date (Cheryl)  | <a href="https://www.mines.edu/graduate-studies/forms/">https://www.mines.edu/graduate-studies/forms/</a>   |  | 1 week prior to Defense                           | 1 week prior to Defense                          |
| Thesis & Submittal Page Uploaded in ProQuest | Submit by format approval deadline  | <a href="https://www.mines.edu/graduate-studies/thesis-upload/">https://www.mines.edu/graduate-studies/thesis-upload/</a>   |  | Jan 16, 2019<br>early c/o Apr 15, 2019<br>std c/o | Jan 16, 2019<br>early c/o Apr 8, 2019 std c/o    |
| Commencement Practice                        | Required only if attending Commencement Ceremony. Register with Marching Order  | <a href="https://www.marchingorder.com/graduate/grad_login.asp">https://www.marchingorder.com/graduate/grad_login.asp</a>   | May 9, 2019                                      | May 9, 2019                                       | May 9, 2019                                      |
| Commencement Ceremony                        | May, Second Thursday  | <a href="https://commencement.mines.edu/">https://commencement.mines.edu/</a>   | May 9, 2019                                      | May 9, 2019                                       | May 9, 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   | <a href="https://geology.mines.edu/graduate-programs/master-of-engineering/">https://geology.mines.edu/graduate-programs/master-of-engineering/</a> (checkout form) | Submit on Final Day                              | Submit on Final Day                               | Submit on Final Day                              |