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Degree Checkout Flow Chart
Fall 2024

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1. *Registration in Absentia* due for Thesis/Dissertation/Capstone students

Action: Student and major professor/advisor complete the form and submit to the Degree Compliance Specialist (DCS) in the Graduate School

July 15

2. *Registration in Absentia* due for all other students.

Action: Student and major professor/advisor complete the form and submit to the DCS in the Graduate School

August 28

3. Degree programs submit checkout materials to Graduate School for students graduating in the same semester.

Action: Major professor sends paperwork to the Graduate Coordinator.
Action: The Graduate Coordinator submits checkout materials to the DCS in Graduate School.

Includes: catalog change forms, course substitutions, paper degree plans (if applicable), transfer credit resolution, and graduate certificates.

September 3.
No late
paperwork will
be accepted.

4. Verification of student credentials by major professor.

Action: DCS sends Grad Coordinator a list of students on the final list to graduate.
Action: The list should be reviewed by the major professor/advisor for each student and any discrepancies resolved.
Action: The Grad Coordinator will verify the degree candidates to the DCS in writing and request removal of candidates who do not qualify.

5. Final date for filing thesis/dissertation/capstone with Graduate Advisory Committee (GAC).

Action: Student sends thesis/dissertation/capstone to GAC.

October 7

6. Comprehensive Exam results due to the Graduate School for thesis/dissertation/capstone students.

Action: Graduate Coordinator sends comprehensive exam results to DCS.
The written and oral exam results must include the number of exam attempts and the dates and times the exams were administered.

October 24

7. Final date for filing thesis or dissertation with Graduate School.

Action: Major professor sends thesis/dissertation to the ETD Specialist in Graduate School by email.

November 4

8. Final date for filing defense results with Graduate School for capstone students.

Action: Major professor completes the decision form and routes it to the DCS through the Graduate Coordinator.
Exam results must include the number of attempts and the date, time and venue of the oral and written defenses.

November 4

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9. Comprehensive Exam results due to the Graduate School for graduating students opting not to submit a thesis/dissertation/capstone.

Action: Graduate Coordinator sends comprehensive exam results to the DCS.
The written and oral exam results must include the number of exam attempts, and the dates and times the exams were administered.

December 5

10. SLLA Test Scores for MA in Educational Leaderships students who plan to graduate must be available and posted in the ETS web portal.

Action: The DCS will obtain the SLLA scores from ETS.

December 5

11. Final Grades due to the University Registrar.

Action: Faculty submit final grades. Students who are issued grades of "I" will be removed from the graduation roster.
Action: Graduate Coordinators should notify DCS of students who require removal due to GPA/grade requirements.
Action: DCS will supply a list of students to be removed from graduation to the University Registrar.
Action: DCS will notify any students who are to be removed from the graduation roster.

December 12

12. Commencement Ceremony

December 14

13. Degree Conferral

December 18

Graduate School Contacts:

Degree Compliance Specialist (DCS): Jessica Chase	x1038
ETD Compliance Specialist: Caitlyn Hilliard	x3036
Dean of Graduate School: Dr. Sushma Krishnamurthy	x1041