

**Graduate Thesis Committee Step-by-Step Guide for Summer Graduation 2019 (December Commencement)**

<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 Mar 1, 2019	Submit 2 <sup>nd</sup> semester by Mar 1, 2019
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>	Mar 1, 2019	Mar 1, 2019	Mar 1, 2019
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>			Mar 1, 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.	Apr 15, 2019	Apr 15, 2019	Apr 15, 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>	Sum registration not required early c/o Aug 1, 2019 std c/o	Sum registration not required early c/o Jul 25, 2019 std c/o	Sum registration not required early c/o Jul 25, 2019 std c/o
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.	May 17, 2019 early c/o Aug 1, 2019 std c/o	May 13, 2019 early c/o Jul 25, 2019 std c/o	May 13, 2019 early c/o Jul 25, 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.	May 17, 2019 early c/o Aug 1, 2019 std c/o	May 13, 2019 early c/o Jul 25, 2019 std c/o	May 13, 2019 early c/o Jul 25, 2019 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>		May 13, 2019 early c/o Jul 25, 2019 std c/o	May 13, 2019 early c/o Jul 25, 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>	Degree Awarded Aug 16-29, 2019 Dec 13, 2019	Degree Awarded Aug 16-29, 2019 Dec 13, 2019	Degree Awarded Aug 16-29, 2019 Dec 13, 2019
Commencement Ceremony	May, Second Thursday	<a href="https://commencement.mines.edu/">https://commencement.mines.edu/</a>	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	<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