

CCI Graduate Student Graduation Clearance Checklist - Summer 2023

Note 1: Steps highlighted in red are only required for students submitting a thesis or dissertation.

Note 2: Thesis/Dissertation deadlines listed in this document are unofficial. See the University Registrar's Academic Calendar online for official deadlines related to thesis/dissertation submission and defense.

Note 3: Cells with blue, underlined text contain links to helpful websites.

Deadline	Who	Task
May 17	Student	submits thesis/dissertation topic approval (IRB item must be acknowledged with 'yes' or 'no')
May 19 - 26	School	sends this checklist to listservs, makes class announcements about application deadline
May 19 - 26	Student	registers for all remaining requirements
June 16	Student	applies for graduation via FlashLine > Student > Resources > Graduation > Apply for Graduation
June 16	Student	confirms personal information: FlashLine > Student > Dashboard > Profile > My Personal Information > Update Addresses and Phones
June 20	Dean's Office	runs graduation list for term
June 20	Dean's Office	emails to students who have applied for graduation of their status
June 21	Dean's Office	notifies graduate coordinators of thesis/dissertation students out of compliance with continuous registration policy
June 21	Student	reviews graduation website: diplomas, graduation fairs, and commencement
June 21	Student	reviews University Libraries ETD website in detail , CCI Style Guide and School Handbooks
June 21	Dean's Office	sends list of graduation candidates to schools
June 23 - July 12 (tentative)	School	completes requirement sheets/GPS for all candidates, saves electronic copies of paper audits, signs and emails to Jody Holbrook
June 23 - July 12 (tentative)	School	contacts students with overdue paperwork to submit forms immediately or be removed from graduation list
June 23 - July 12 (tentative)	Dean's Office	removes students not graduating and notifies student, school and registrar
July 13 - July 21 (tentative)	Dean's Office	receives draft commencement program, makes revisions and returns to Commencement Office
July 21	Student	successfully defends thesis/dissertation
July 21	School	submits thesis/dissertation final exam form
July 22	Dean's Office	Runs cognos report for ALL graduation candidates with IP/IN/NR. Creates spreadsheet with student, semester, CRN and faculty member and submits to Jody
August 7	Student	submits thesis/dissertation via OhioLINK & signature pages according to Style Guide
August 8	Dean's Office	emails faculty members a list of students for whom they will need to submit grade change workflows
August 8	Dean's Office	notifies student of necessary style/format changes
August 10	Student	submits revised thesis/dissertation PDF via OhioLINK with no additional changes required
August 10	School	faculty members submit grade change workflows for ALL graduating students with IP/IN/NR
August 11	Dean's Office	approves theses/dissertations, clears PhD students for graduation
August 19	All	PhD and Master's Commencement Ceremonies
August 19	All	Baccalaureate Commencement Ceremonies
August 22 - 29	Dean's Office	audits for University requirements, updates paper graduation audits, and clears/removes all remaining candidates
August 22 - 29	Dean's Office	saves electronic copies of final degree audits for all CCI (COMM, DSCI, iSchool, JMC, VCD) graduation candidates
September 1	Dean's Office	emails students who have been cleared for graduation
September 1	Dean's Office	emails final graduation list to schools