

Graduate Program Assistant Orientation

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Graduate School
UNIVERSITY OF COLORADO BOULDER

Agenda

- GPA resources
- Student milestones and timeline
- Graduate School rules and requirements
- Special forms(grade changes, transfer of credit, academic standing)
- Graduate Faculty Appointments
- Graduation deadlines and associated forms



COMMUNICATION AND DIRECTING INQUIRIES

The Graduate School utilizes the GPA Google Group and general graduate program e-mail for most communication with your unit

- Gradinfo@Colorado.edu -general queries, graduation or thesis questions, thesis pre-checks, GFA checks, DocuSign or form questions
- Graduate.school@Colorado.edu –SAF/COR spreadsheets, intercampus registration, other forms or petitions
- Gradadm@Colorado.edu –student application queries (faculty/staff should reach out to GS staff directly)
- Gradprofdev@Colorado.edu –professional development opportunities, grad+ seminar, writing program
- Graduate.contest@Colorado.edu –competitive awards, travel grants
- Graduate.fundadmin@Colorado.edu –scholarship payment forms, appointment overload petitions

GPA RESOURCES AND GUIDES

Review the Graduate School's [Faculty and Staff website](#) for a wealth of information and resources

Faculty & Staff

Faculty and staff are the driving force behind research and graduate education at CU Boulder, playing the central role in the recruitment, admission, teaching, mentoring, program administration and advising of our graduate students.

- » [Bachelor's-Accelerated Master's and Concurrent Degree Program Information for Faculty and Staff](#)
- » [Final Grade Report for Thesis/Dissertation/Project Hours](#)
- » [Graduate School Policies and Procedures](#)

[Admission Information](#)

[Curriculum Development](#)

[Funding Administration](#)

[Graduate Faculty Appointment & Membership](#)

[Assisting Students with Conflict or in Distress](#)

[Policies & Procedures](#)

[Information and Training Guides for Faculty & Staff](#)

[Mentoring Resources for Faculty & Staff](#)

- [Graduate Program Assistant Guide](#)
- [Graduate Student Milestones in Campus Solutions Guide](#)
- [New Graduate Program Assistant General Training Slides](#)
 - [New Graduate Program Assistant Onboarding](#)
- [Graduate School Essential Information for Graduate Directors](#)
 - [Bachelor's-Accelerated Masters General Process Slides](#)
 - [Candidacy Application Slides](#)
 - [Candidacy Application Admin Guide](#)

MASTER'S TIMELINE

Admission
to the
program

Transfer of
Credit
Request
(After 1
semester, if
applicable)

Coursework for
degree
requirements
(thesis hours if
applicable)

Thesis defense
or final exam (if
applicable)

Submission of
thesis (if
applicable)

Graduation!

Master's Minimum Requirements

- 30 coursework hours (more for MFA, MENV, other degrees)
- 4-6 thesis hours if thesis plan
- Grades of C or better in addition to 3.0 cumulative required- no pass/fail or no-credit courses
- No more than 25% of required work may be independent study
- No more than 6 hours at the 3000/4000 level (at department's discretion)
- 4-year time limit (6 for ME)
- Registration during thesis defense/final exam (degree plan approval students excluded)

<https://www.colorado.edu/graduateschool/graduate-school-policies-procedures>

DOCTORAL TIMELINE

Admission
to the
program

Transfer of
Credit
Request
(After 1
semester, if
applicable)

Coursework
for degree
requirements

Comprehensive
Exam and
Candidacy

Dissertation
hours and
research

Dissertation
defense or
final
examination

Submission
of
dissertation
(PhD)

Doctoral Minimum Requirements

- 30 coursework hours + minimum 30 dissertation hours (different requirements for DMA, AUDD)
- All graduate level work, grades of B- or better in addition to 3.0 cumulative required- no pass/fail or no-credit courses
- 6-year time limit
- Registration during comprehensive exam
- Full time registration during dissertation defense/final exam
- Continuous registration required following the comp exam, through the semester of final exam
 - 5+ or 3 dissertation hours

<https://www.colorado.edu/graduateschool/graduate-school-policies-procedures>

REGISTRATION/GRADE CHANGES

The transcript should be an accurate reflection of the student's academic progress.

[Administrative forms](#) and associated processes

[Enrollment Guides](#)

[New Admin Training Video](#)

Registrar's Office [Training and Support](#)

Registration Changes

- Deadlines on Registrar's Office [website](#) apply
- [Online Special Action form](#)- online process
 - Change requires only unit approval (late add)
- [Special Action/Change of Record Spreadsheet](#)- e-mail to graduate.school@colorado.edu
 - Change requires Dean's Office approval (late or retroactive drop/add/grading basis)
 - Instructor endorsement, letter of petition with circumstances required
- [Grade Change workflow](#)- online process
 - Change to grade/assign grade to previous incomplete grade

Incompletes/ Grade Appeals

- Incomplete policy- request made of the instructor
- Grade appeals should be handled through the instructor/ the chair of the department/college

Special Considerations and Additional Information

- Take caution with students needing to maintain full time registration (International, those holding TA/RA appt, those receiving financial aid)
- Dropped courses or those taken NC are not covered by a TA/RA waiver, charges will be assessed
- Courses taken P/F, S/U or NC may not be used toward a graduate degree
- Grades for dissertation/thesis hours remain IP until completed, grade submitted via final grade report
- [Grade Replacement policy](#)- see Office of the Registrar for specific details
- [Leave of Absence](#)- necessary for grad students to take a semester/year away

TRANSFER OF CREDIT

Any credit earned at another accredited institution, credits earned on another campus of the CU system, or credits earned as a non-degree student within the CU system.

Transfer of credit standards, in brief:

-accredited institution

-graduate level

-earned grade of B or better

-not used toward a bachelor's degree AND

-not used toward a graduate degree of same level (or doctoral to master's)

DocuSign workflow process, student selections drive workflow (if review of International Admissions or UG dean's office needed)

Review and approval of GPA, Faculty Advisor, Graduate Director

Section 2: Transfer of Credit Request

Formal Institution Name:

Transfer of Credit to be Applied to (Check One): ☐ Master's Degree ☒ Doctoral Degree ☐ Both Master's and Doctoral Degree

Student	Student	Student	Student	Student	Student	Graduate Program	Graduate School
Course prefix and number	Course Title (abbreviate if necessary)	Term/Year taken	Grade Earned	Credits listed on transcript	Equivalent Semester Hours (if conversion necessary)	Area of Degree Audit applicability	Semester Hours approved
BSKT 5000	Basketweaving, Graduate	Spring 2020	A	4	2		
BSKT 5001	Basketweaving, Underwater	Fall 2020	A	4	2		

Please mark any of the following which apply to the courses requested for transfer. For additional information related to the selections below, consult instruction guide.

Courses were taken at an international institution ☐ Yes ☐ No

Courses were taken while you were classified as an undergraduate student at CU Boulder ☐ Yes ☐ No

☐ A bachelor's degree was earned but courses were not used toward degree* ☐ Bachelor's degree was not earned after courses taken

Select the school/college in which you earned your undergraduate degree _____

Courses were taken while you were classified as an undergraduate student at an institution other than CU Boulder ☐ Yes ☐ No

☐ A bachelor's degree was earned but courses were not used toward degree** ☐ Bachelor's degree was not earned after courses taken

Courses were taken as a graduate student in a completed degree program of the same degree level, or in a completed doctoral program. (If the degree was *not* awarded at a previous institution, this does not apply.)+ ☐ Yes ☐ No

To provide any other supplemental information necessary to consider your request, attach documentation here:



Student: After entering all course information and making selections above, click "finish" in top right corner to route the form for review.

SATISFACTORY PROGRESS/ACADEMIC STANDING

Satisfactory Academic Progress

- Graduate students are expected to maintain a 3.0 Cumulative GPA in all work taken (along with meeting specific grade requirements)

Academic Warning

- Students who fall below 3.0 are reviewed by the Graduate School- notifications are sent to students, copy to GPAs
 - Generally, students are given 2 semesters to raise the GPA
 - For students below 2.5, or who are not making adequate progress during two semesters of academic warning, graduate program must make a recommendation as to continuation in the program
 - If graduate program recommends continuation, work with student to create an Academic Recovery Plan with departmental endorsement
 - Academic Recovery Plan should be created for one semester at a time, working toward return to cumulative 3.0 GPA
 - List specific courses planned and grades necessary
 - Work to establish check-ins and support for students
 - Consider Grade Replacement (review eligibility requirements)
 - Consider Grad+ or other [Graduate School workshops](#)
- If graduate program recommends dismissal, reach out to the Graduate School to discuss process

GRADUATE FACULTY APPOINTMENTS

- All individuals teaching graduate level courses or serving on a committee must have an approved graduate faculty appointment
- Reviewed by department chair and Dean of the Graduate School
- Regular Appointments
 - Tenure/tenure track faculty
 - Maximum of 7 years (or next tenure review)
 - Teach, serve on committees, serve as chair, serve as outside member for a different department
- Special Appointments
 - Non tenure track faculty (instructors, lecturers, emeritus, other universities, industry etc.)
 - Maximum of 3 years
 - Specific duties depending upon situation- (teach courses, serve on one committee, serve on committees or serve as outside member)
- Higher Learning Commission Guidelines
 - GS rules and our accrediting body expect that graduate faculty hold terminal degree in the field
 - Individuals without terminal degree must have equivalent experience- should be included with request

GRADUATE FACULTY APPOINTMENT PROCESSES

Graduate School

[Prospective Students](#) [Current Students](#) [Faculty & Staff](#) [Give Now](#)

[Home](#) [About](#) [Admissions](#) [Academics](#) [Funding](#) [Services & Resources](#)

[Home](#) > [Faculty & Staff](#) > Graduate Faculty Appointment & Membership

Graduate Faculty Appointment & Membership

Any faculty member whose duties include graduate level teaching, thesis/dissertation supervision, service on graduate committees, or research supervision of students on this campus must be appointed to the Graduate Faculty of the University of Colorado Boulder.

[+ Regular Graduate Faculty Appointments](#)

[+ Special Graduate Faculty Appointments](#)

General Qualifications

In accordance with Graduate School rules and the “[Assumed Practices](#)” policy of our accrediting body the [Higher Learning Commission](#), the Graduate School assumes that members of the graduate faculty hold a doctoral degree or the terminal degree appropriate to the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program.

[+ Equivalent Experience](#)

[+ Exceptions Based on Equivalent Experience](#)

Review Process

[Admission Information](#)

[Curriculum Development](#)

[Funding Administration](#)

[Graduate Faculty Appointment & Membership](#)

[Assisting Students with Conflict or in Distress](#)

[Policies & Procedures](#)

[Information and Training Guides for Faculty & Staff](#)

[Mentoring Resources for Faculty & Staff](#)

Forms

- » [Graduate faculty appointment request form](#)
- » [Request for amendment to a current graduate faculty appointment](#)

<https://www.colorado.edu/graduateschool/faculty-staff/graduate-faculty-appointment-membership>

GFA REQUEST FORM

Last Name Buffalo First Name Ralphie

Department/Program Art and Art History

Member Type Special

☒ Appointment ☐ Reappointment Rank/Faculty or Research Title Artist in Residence

Appointment Begin (Semester/Year): Fall 2023

Appointment End (Semester/Year): Fall 2026

Term should not exceed term of an academic appointment or a maximum of three years for a special appointment or seven years for a regular appointment.

Requests for special Graduate Faculty membership may be made for individuals who are not tenured or tenure-track faculty. A special member may fulfill only designated roles and duties as specified by the department chair/program director and approved by the Dean of the Graduate School. Special members are not allowed to serve as chair or outside members of committees unless specifically requested and approved through this form. Please list all of the specific requested duties for this member below.

Optional

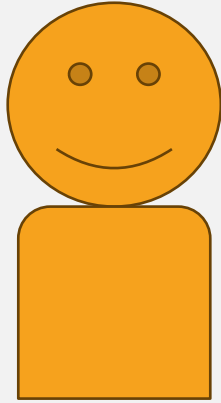
List duties (Special appointments only)

Teach courses and serve on students' committees.

Please attach a current, updated vita to all appointment/reappointment requests.

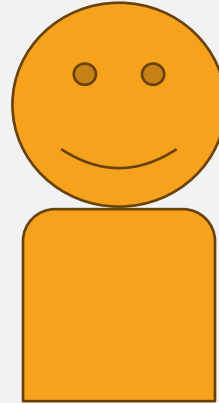


MASTER'S FINAL EXAM/DEFENSE COMMITTEE REQUIREMENTS



Committee Chair

Regular or Tenured GFA



Member

Regular or Special GFA(with
duties that allow to serve on
committees)

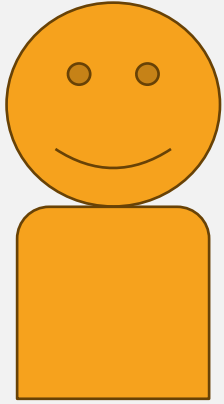


Member

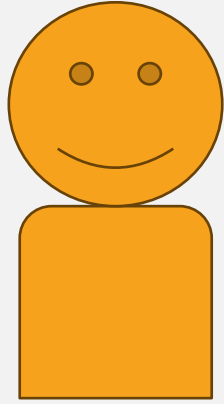
Regular or Special GFA(with
duties that allow to serve on
committees)

- At least 3 committee members
- All committee members must have current and appropriate Graduate Faculty Appointments, in place before submission of exam form
- All members must participate and sign the exam form

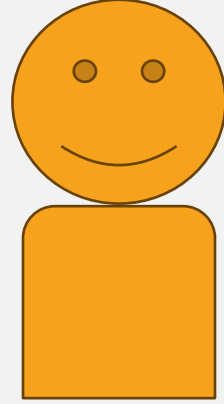
DOCTORAL COMPREHENSIVE EXAM COMMITTEE REQUIREMENTS



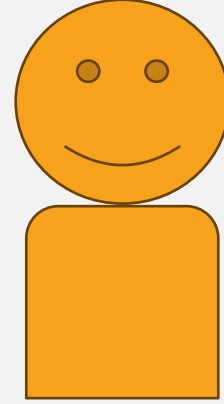
Committee Chair
Regular or Tenured GFA



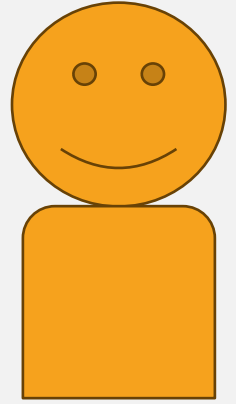
Member
Regular or Special GFA(with
duties that allow to serve on
committees)



Member
Regular or Special GFA(with
duties that allow to serve on
committees)



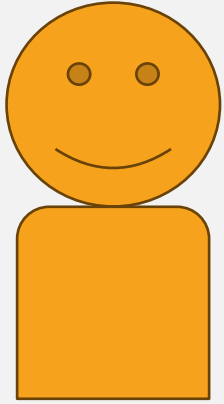
Member
Regular or Special GFA(with
duties that allow to serve on
committees)



Member
Regular or Special GFA(with
duties that allow to serve on
committees)

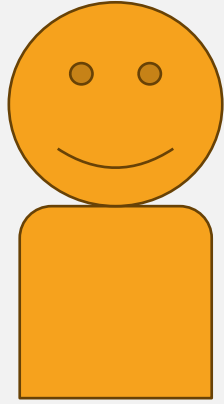
- At least 5 committee members
- All committee members must have current and appropriate Graduate Faculty Appointments, in place before submission of exam form
- All members must participate and sign the exam form

DOCTORAL FINAL EXAM/DEFENSE COMMITTEE REQUIREMENTS



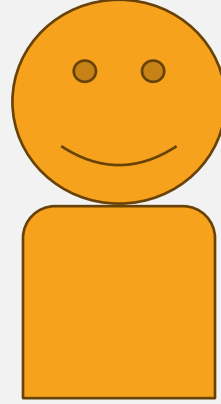
Committee Chair

Regular or Tenured GFA



Member

Regular or Special
GFA(with duties that allow
to serve on committees)



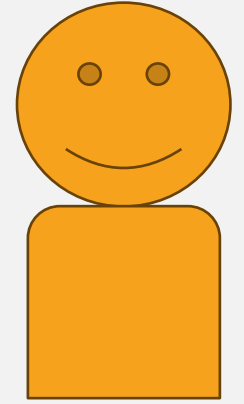
Member

Regular or Special
GFA(with duties that allow
to serve on committees)



Member

Regular or Special
GFA(with duties that allow
to serve on committees)



Outside Member

Regular GFA or Special
GFA(with duties that allow
to serve as outside
member)

Must be outside of the
student's main
department

- At least 5 committee members
- All committee members must have current and appropriate Graduate Faculty Appointments, in place before submission of exam form
- All members must participate and sign the exam form
- 3 members must be CU Boulder Graduate Faculty

GRADUATION



Academic Year 2024–25

Winter 2024

- » Degree Conferral Date: Thursday, December 19
- » Recognition Ceremonies: Thursday, December 19 - Friday, December 20

Spring 2025

- » Commencement Ceremony: Thursday, May 8
- » Recognition Ceremonies: Thursday, May 8 - Saturday, May 10

Summer 2025

- » Degree Conferral Date: Wednesday, August 20

*Students must be registered during semester of defense, not necessarily semester of graduation. Int'l students and financial aid considerations apply.

DEADLINES FOR DOCTORAL DEGREE CANDIDATES EXPECTING TO GRADUATE DURING 2023-2024

Graduate School, University of Colorado Boulder

To earn a graduate degree in any given semester, students must fulfill appropriate requirements as established by their graduate program and the Graduate School.

REQUIREMENTS	FOR THIS COMMENCEMENT DATE		
Graduate School Deadlines	Thursday December 21, 2023*	Thursday May 9, 2024	Thursday August 22, 2024*
Ensure that a Candidacy Application for an Advanced Degree has been approved.	Due within two weeks of passing the comprehensive examination		
Apply online to graduate through buff portal on the “apply for graduation” card. Must be done whether or not you plan to attend ceremony. PhD students must enter dissertation title as part of the online graduation application and may update the title through buff portal on the “apply for graduation” card until this date. The dissertation title will appear on your transcript and in the commencement program (for May graduates.)	October 1 (Sunday)	March 1 (Friday)	April 1 (Monday) Summer graduates who wish to appear in the spring commencement program June 15 (Saturday) All summer graduates who have not yet applied
Last day for final examination or defense of dissertation. The process must be initiated a minimum of <u>two weeks</u> before the exam for Graduate School review and approval of committee. Learn more and initiate the form on our website .	November 16 (Thursday)	April 9 (Tuesday)	July 23 (Tuesday)
PhD students must electronically submit dissertation to Graduate School through UMI/Proquest website , along with the Thesis Approval Form (TAF) as a supplemental form, by 5pm MT. Students whose dissertations are received after this deadline, or are received without the TAF, must re-apply to graduate in a future term.	November 28 (Tuesday)	April 16 (Tuesday)	July 30 (Tuesday)
PhD and DMA students must complete the Survey of Earned Doctorates online .	November 28 (Tuesday)	April 16 (Tuesday)	July 30 (Tuesday)
Have grade changes submitted for incomplete courses in previous or current semesters.	December 4 (Mon)	April 22 (Mon)	August 5 (Mon)

DEADLINES FOR MASTER'S DEGREE CANDIDATES EXPECTING TO GRADUATE DURING 2023-2024

Graduate School, University of Colorado Boulder

To earn a graduate degree in any given semester, students must fulfill appropriate requirements as established by their graduate program and the Graduate School.

REQUIREMENTS	FOR THIS COMMENCEMENT DATE		
Graduate School Deadlines	Thursday December 21, 2023*	Thursday May 9, 2024	Thursday August 22, 2024*
Apply online to graduate through buff portal on the “apply for graduation” card. Must be done whether or not you plan to attend ceremony.	October 1 (Sunday)	March 1 (Friday)	April 1 (Monday) Summer graduates who wish to appear in the spring commencement program June 15 (Saturday) All summer graduates who have not yet applied
The Candidacy Application for an Advanced Degree is due to the Graduate School. Applications follow a workflow process and must be approved by the academic department before they are directed to the Graduate School. Applications received after this date may not be processed in time for that semester's commencement.	October 2 (Monday)	Preferred deadline: February 1 (Thursday) Final deadline: March 1 (Friday)	June 14 (Friday)
Last day for final exam/thesis defense if required. The process must be initiated a minimum of <u>two weeks</u> before the exam for Graduate School review and approval of committee. Learn more and initiate the form on our website .	November 28 (Tuesday)	April 16 (Tuesday)	July 30 (Tuesday)
Electronically submit thesis (if Plan I) to Graduate School through UMI/Proquest website , along with the Thesis Approval Form (TAF) as a supplemental form, by 5pm MT. Students whose theses are received after this deadline, or are received without the TAF, must re-apply to graduate in a future term.	December 5 (Tuesday)	April 23 (Tuesday)	August 6 (Tuesday)
Have grade changes submitted for incomplete courses taken during previous semesters.	December 11 (Mon)	April 29 (Mon)	August 12 (Mon)

MILESTONES

- Time limit, master's plan (thesis vs. non-thesis)
- Candidacy
- Master's Final Examination/Thesis Defense
- Doctoral Comprehensive Examination
- Doctoral Final Examination/Dissertation Defense
- Submission of Dissertation or Thesis

Milestone report can be pulled from CU Data

- Limit to department, graduating students, etc.

*See full milestone guide on the website

Student Milestones

Academic Institution CU Boulder Academic Career Graduate
Academic Program Coll Engineering & AppSci GRAD

*Effective Date 06/01/2021 Milestone Copy

Milestone Detail Find | View All First 2 of 6 Last

*Milestone WDGRTIME *Milestone Nbr 20
Milestone Level DOC Doctoral
Milestone Complete Not Completed
Academic Plan MCEN-PHD Mechanical Engineering
Description GRAD: Time to Degree
Formal Description GRAD: Time to Degree
Milestone Title
Comment
☐ Hide Comment on Stdnt Self-Svc
Manage Milestone Documents
Term Required Date Required
Anticipated Term 2227 2022 Fall Anticipated Date
*Transcript Level Never Print *Print Milestone Detail Never Print
☐ Advised by Committee

Advisors Personalize | Find | 1 of 1 Last

*Advisor/Evaluator	Name
1	

Attempts Allowed 4

Attempts Personalize | Find | 1 of 1 Last

Grade Information	Enrollment Details
Attempt Nbr	Grading Scheme
1	

Grading Basis	Grade Input	*Milestone Complete	How Attempted	Date Attempted
		Not Completed		

MASTER'S THESIS PLAN FORM

Master's students will submit this form early in their Grad career to indicate they have chosen the written thesis plan.

A written thesis plan requires:

- Defense of their written thesis
- 4-6 thesis credits
- Submission of their written thesis to ProQuest for publication with their TAF
- A Final Grade Report for their thesis hours

DocuSign Envelope ID: C30E080F-7192-47F6-9161-0E12C640B2C4



Graduate School
UNIVERSITY OF COLORADO BOULDER

Master's Thesis Plan Form

Student Name: Grad Student Student ID number: 151515151

Colorado.edu e-mail: graduatestudent@colorado.edu Program Journalism

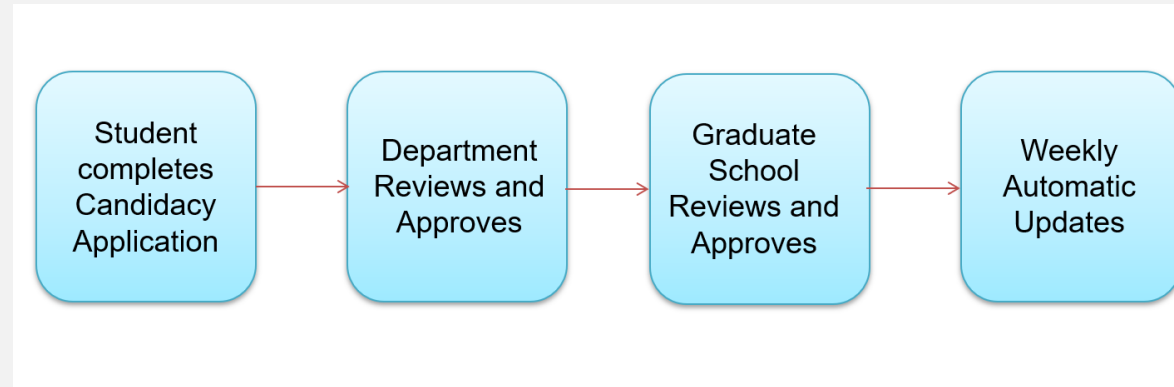
The Master's degree plan for the above-named student will include the submission of a written thesis. This degree plan includes registration for master's thesis hours as appropriate and the completion of a master's thesis defense.

Student Signature  Date 3/20/2024

Graduate Program Approval Signature _____ Date _____

Graduate School _____

CANDIDACY APPLICATION PROCESS



When to submit candidacy application

- Doctoral students- after completion of the comprehensive exam
- Master's students- posted deadline for semester of intended graduation

Students access the candidacy application through a link on the Graduate School website. We have an instruction guide available for students and GPAs.

Graduate Program Review:

- Review to ensure student's degree plan meets program-specific requirements
- Adjust as appropriate to degree type (Thesis vs. Non-Thesis etc.) and course applicability, working with the student if changes are made
- Share with faculty advisors/program leadership as needed
- Save changes and approve or deny as appropriate- reach out to the student if denial is necessary



LIFE CYCLE VIEW WORK FOLDER

- B - REG - BAM MCEN - Supplement - GRAD (1)
- B - REG - MCEN - Candidacy Master's (1)
- B - REG - MCEN - Candidacy Doctoral (1)
- B - REG - MCEN - LOA (0)

Inbox



Drag a column header here to group by that column.

STUDENT ID	LAST NAME	PREFERRED NAME	DEGREE	MAJOR	
Contains...	Contains...	Contains...	Contains...	Contains...	
		SEAN	MASTER'S	Mechanical Engineering	

Items: 1



Approve



Denied

Student Information

Administration

Change Log

Student Information

Student ID*

First Name*

Last Name*

First Name*

Email Address*

[REDACTED]@Colorado.EDU

SEAN

Degree

For each degree you will complete, a separate candidacy application must be submitted. If you have multiple degree plans, select the specific degree for which this form is being submitted.

Make a selection in each required field (identified with a *) in order for the courses you've taken to populate into the form. If you are unsure about your degree plan (for example, thesis vs. non-thesis), consult your academic department.

Major

Status

Plan Code

Subplan

Mechanical Engineering

Active

MCEN-MSME

C-MCENP

0 Note(s)



CANDIDACY APPLICATION-STUDENT FACING

Student should select applicable degree, if necessary and make plan selections as appropriate (thesis vs. non-thesis, BAM, etc.)

Select the degree to which this form applies.			
Major Psychology	Status Active	Plan Code PSYC-PHD	Subplan NRO
Additional Major Neuroscience			☒ Select
Major Psychology	Status Active	Plan Code PSYC-MA	☐ Select

Master's Only

Select one if applicable:

- ☐ Bachelor's Accelerated Master's ☐ Dual Master's Degree

Degree Plan *

- ☐ Plan I (Written thesis with defense)
☐ Plan II (Non-thesis or creative thesis/project with final exam)
☐ Plan II (Non-thesis, no exam, degree plan)

Doctoral Only

Select one if applicable:

- ☐ Joint Doctoral Degree ☐ Dual Doctoral Degree ☐ International Dual Doctoral Degree

CU Boulder Classes

Listed below are all graduate level courses taken after admission to a graduate program. Please review the list carefully. If a graduate level course does not apply to the specific graduate degree selected above, select the "Not applicable toward selected degree" option. If you are completing a dual degree, or have previously earned another degree of the same level, ensure that only the courses being used toward this degree are selected. In a dual degree program, only those courses approved to be double counted should appear on the candidacy application for both degrees.

Class List

[Add](#)**Semester**

Fall 2021

Course Code

MCEN 5055

Course

Advanced Product Design

Credits

3

Grade

A-

Applicability☒ Applicable toward selected degree☐ Not applicable toward selected degree**Notes****Grading Basis**

LTR

[Remove](#)**Updates**

Transfer Courses

Listed below are all courses formally approved for transfer from external institutions. Also listed are graduate level courses taken as a non-degree student or at other CU campuses, along with any graduate level courses taken as an undergraduate student.

Review this list carefully, and select the "Not applicable toward selected degree" option for any courses not being used toward this degree. This includes courses applied to a previously earned undergraduate degree or applied to any other degree of the same level at another CU institution.

Only courses approved by your program to be used toward this degree should remain. (Note that graduate courses taken while enrolled in an undergraduate degree program can only be used if approved as part of a bachelor's-accelerated master's program or if they were not used toward a previous bachelor's degree).

Class List

Semester

Summer 2019

Course

ST: Optimal Control & Estim

Course Code

ME561

Credits

3

Grade

A+

Applicability☒ Applicable toward selected degree☐ Not applicable toward selected degree**Institution**

Univ New Mexico

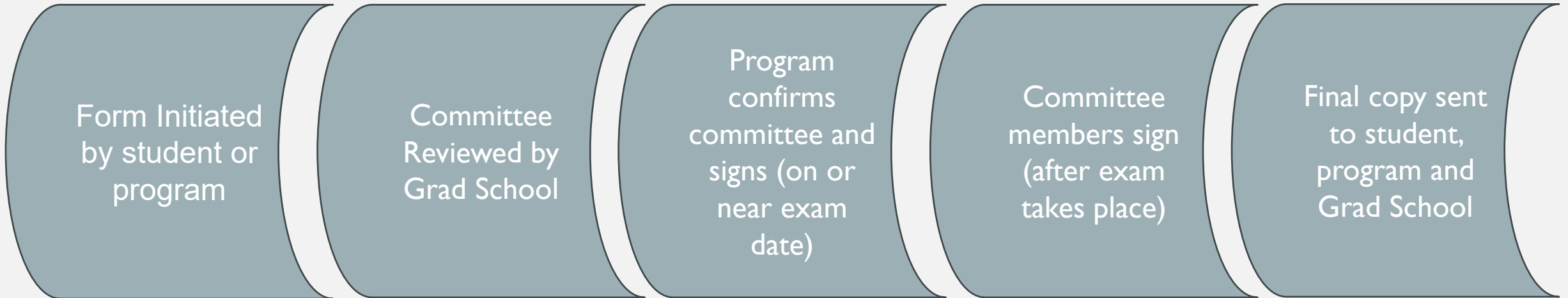
[Rem](#)

EXAMINATION REPORT FORMS

Master's Thesis Defense or Master's Final Exam

Doctoral Comprehensive and Dissertation Defense/Final Exam

DocuSign Process



For more information on committees, see Graduate School Rules, section 6: Examinations

MASTER'S FINAL EXAM REQUIREMENTS

- Student must be registered for at least one credit hour, during the semester of exam
- Must notify Grad School 2 weeks before exam with exam form (DocuSign forms expire after 90 days)
- Exam must be passed by the posted semester deadline to graduate
- Must have affirmative vote from majority of members and all members must participate and sign exam form
- Student who fails the exam may attempt it once more after a period of time determined by the committee

MASTER'S EXAM FORM

DocuSign Envelope ID: CE2572BB-6EDE-40DE-95BF-E35391D0BD45



Graduate School
UNIVERSITY OF COLORADO BOULDER

Master's Examination or Project Report

Student Information

Last Name Buffalo First Name Ralphie

Confirm Last Four Digits of Your Student ID 1234

Master's degree Program Art History

Date of Examination 08/31/2021 Exam Type Thesis Defense

Committee Information:

Chair Name Chip Masoct CU Dept. Affiliation (if applicable) Education

☒ Satisfactory ☐ Unsatisfactory Signature [Signature] 8/20/2021

Name Buff Fan CU Dept. Affiliation (if applicable) English

☒ Satisfactory ☐ Unsatisfactory Signature [Signature] 8/20/2021

Name Member Three CU Dept. Affiliation (if applicable) Art and Art History

☒ Satisfactory ☐ Unsatisfactory Signature [Signature] 8/20/2021

Name G CU Dept. Affiliation (if applicable) _____

☐ Satisfactory ☐ Unsatisfactory Signature _____

Name _____ CU Dept. Affiliation (if applicable) _____

☐ Satisfactory ☐ Unsatisfactory Signature _____

Name _____ CU Dept. Affiliation (if applicable) _____

☐ Satisfactory ☐ Unsatisfactory Signature _____

Graduate School Approval of Committee:

Signature [Signature] Date Signed 8/20/2021

Program Confirmation of Committee/Exam:

Name Genevieve Borst

Signature [Signature] Date Signed 8/20/2021

Student Name Ralphie Buffalo

Student Initials: [Signature] The committee listed has been established with my graduate program/department to meet Graduate School and program requirements. The master's final examination report form will be sent to the Graduate School for committee approval, and then to my graduate program/department. I will work with my Graduate Program Assistant as needed to establish a timeline for completion of the exam. When the exam is complete and the program approves the committee, the form will be sent to all members of the committee for their signature and will be complete once all members have signed. Registration for at least one credit (P/F or for a grade) is required during the semester in which the defense or exam is passed.

DS
[Signature]

DOCTORAL EXAM REQUIREMENTS

Doctoral Comprehensive Exam

- Student must be registered for at least one hour, for credit, during semester of exam
- Must notify Grad School 2 weeks before exam with exam form (Incomplete DocuSign forms will expire)
- Must have affirmative vote from majority of members
 - However, all must participate and sign exam form
- Student who fails the exam may attempt it once more after period of time determined by committee
- Conditions may be placed on a comprehensive exam- the exam is not considered as having been passed until the date the conditions are met and a conditional pass form has been signed. Registration requirements apply.
- Must pass the exam before end of semester (or beginning of next semester) to be changed to D status/admitted to candidacy in the upcoming semester

Doctoral Final Exam (Dissertation Defense)

- Student must be registered as a full-time student during semester of exam (5 dissertation hours)
- Must notify Grad School 2 weeks before exam with exam form (Incomplete DocuSign forms will expire)
- Must be passed by posted semester deadline to graduate
- At least 4 members must give affirmative vote
 - However, all must participate and sign exam form
- Student who fails the exam may attempt it once more after period of time determined by committee

DOCTORAL EXAM FORM

DocuSign Envelope ID: 17C07DE7-5C0F-445A-8ABA-A156F6D79AB2



Graduate School
UNIVERSITY OF COLORADO BOULDER

Doctoral Final Examination

Student Information

Student Name Ralphie Buffalo

Confirm Last Four Digits of Your Student ID 1111

Doctoral Degree Program Anthropology

Date of Examination Sun, 10/01/2023 Exam Type PhD Dissertation Defense

Committee Information:

Chair Name Chip Mascot CU Dept. Affiliation (if applicable) Anthropology

☐ Satisfactory ☐ Unsatisfactory Signature _____

Name Buff Fan CU Dept. Affiliation (if applicable) Anthropology

X Co-Chair

☐ Satisfactory ☐ Unsatisfactory Signature _____

Name George Norlin CU Dept. Affiliation (if applicable) Anthropology

☐ Satisfactory ☐ Unsatisfactory Signature _____

Name Al Regent CU Dept. Affiliation (if applicable) Anthropology

☐ Satisfactory ☐ Unsatisfactory Signature _____

Outside Member: GS Approved X Yes ☐ No

Name Outside Member CU Dept. Affiliation (if applicable) Music

☐ Satisfactory ☐ Unsatisfactory Signature _____

Optional Additional Member:

Name _____ CU Dept. Affiliation (if applicable) _____

☐ Satisfactory ☐ Unsatisfactory Signature _____

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Graduate School
UNIVERSITY OF COLORADO BOULDER

Doctoral Final Examination

Graduate School Approval of Committee:

Signature _____ Date Signed _____

Program Confirmation of Committee/Exam:

Name _____

Signature _____ Date Signed _____

Student Name Ralphie Buffalo

Acknowledgment of Exam Process and Requirements

The committee listed has been established with my graduate program/department to meet Graduate School and program requirements. The doctoral final examination report form will be sent to the Graduate School for committee approval, and then to my graduate program/department. I will work with my Graduate Program Assistant as needed to establish a timeline for completion of the exam. When the exam is complete and the program approves the committee, the form will be sent to all members of the committee for their signature and will be complete once all members have signed. Full-time registration (five dissertation hours or the corresponding coursework requirement for DMA or AUDD students) is required during the semester in which the defense or exam is passed.

Form Submitted By: X Student ☐ Graduate Program

FINAL GRADE REPORT

Thesis/Dissertation registration requirements:

Master's – 4-6 thesis hours

Doctoral- 30 dissertation hours

Final grade report submitted via an electronic workflow by the deadline in the semester of graduation.

The process is also used for project/practicum hours which are given a grade of IP.

On the faculty/staff facing page, select forms for full instructions:

<https://www.colorado.edu/graduateschool/faculty-and-staff>



Student Information:

First Name [REDACTED] Last Name [REDACTED]

Student ID [REDACTED]

Course Information:

Course Prefix EDUC Course Number 8994

Grade and Instructor Signature

Instructor Name [REDACTED]

Final Grade A

Instructor Signature [REDACTED] Date Signed 9/7/2019

Graduate School Approval

Grad School Signature [REDACTED] Date Signed 9/9/2019

LETTER OF COMPLETION

A letter of completion can be provided by the Graduate School in cases where a graduate student has fulfilled all degree requirements, but the degree will not be formally conferred by the University until a future date. The letter can be used to provide proof of degree completion for employers, academic institutions, etc.

If the student's degree has already been conferred by the university, a transcript is the official way to show degree completion. Transcripts can be requested through the [Buff Portal](#) for both current and former students.

<https://www.colorado.edu/graduateschool/content/request-letter-completion>

DocuSign Envelope ID: 165B773F-52D0-4971-B7EC-A6C51EB9E62A



Graduate School
UNIVERSITY OF COLORADO BOULDER

Request for Letter of Completion

Name _____
(Please provide your name as it will appear on your diploma)

Student ID: _____ Degree Level: ___ Master's ___ X Doctoral

Program: Geophysics Joint Degree? _____

Expected Graduation: Semester: Spring Year: 2024

Colorado.edu E-mail address: _____@Colorado.EDU

A letter of completion can be provided only when all degree requirements have been met. The letter of completion will be sent to your @Colorado.edu email. If the letter should also be sent to additional addresses, such as an employer or another institution, please list up to four email addresses here:

Email Address 1: _____

Email Address 2: _____

Email Address 3: _____

Email Address 4: _____

If you have additional information or questions related to this request, please add it below:

Graduate School use:

All degree requirements verified: 

Request completed: 

THESIS/DISSERTATION SUBMISSION REQUIREMENT

Theses/dissertations must be submitted and approved in ProQuest by the semester deadline to graduate

[Thesis Approval Form](#) (TAF) must be completed, and the single-page form submitted as a supplemental file.

Grad School formatting requirements are available online:

<https://www.colorado.edu/graduateschool/academic-resources/thesis-dissertation-submission>

PhD and DMA students must also complete the [Survey of Earned Doctorates](#) by the dissertation semester deadline.

[Home](#) > [Academic Resources](#) > Thesis & Dissertation Submission

Thesis & Dissertation Submission

This section provides all of the necessary resources for preparing and submitting an electronic thesis or dissertation (ETD).

Dissertation/Thesis Submission Process

- [Format your thesis](#) and follow the [Thesis Approval Form](#) (TAF) process
- [Upload your pdf](#), attaching the TAF as a supplemental file, for Graduate School review and approval
- The Graduate School will contact you via e-mail to let you know if your submission has been accepted or if revisions are needed
- Any necessary revisions should be submitted by the posted [deadline](#)- work directly with the [Graduate School](#) should you have any questions or concerns

Thesis Approval Form

- As part of the submission process, obtain approval from your committee members on the thesis approval form (TAF) through the electronic form
- After the complete TAF is returned to you, it must be uploaded as a supplemental file along with the thesis
- Detailed [instructions](#) are available to assist you

Resources & Guidelines for Thesis Submission

- The [ProQuest](#) ETD website provides a variety of resources related to PDF creation, thesis submission, copyright, and publishing options
- University Libraries provides a host of [resources](#) related to copyright, fair use, and authors' rights

Deadlines for Thesis Submission & Graduation

- All you need to know about graduation requirements and deadlines.

THESIS APPROVAL FORM

DocuSign Envelope ID: 2F0BAF62-4C1F-440D-8718-5EF1DCB67E9C



Graduate School
UNIVERSITY OF COLORADO BOULDER

Thesis Approval Form

Student Name Ralphie Buffalo

Student ID *****

Master's Degree in Philosophy

Thesis Title:

Staying safe during COVID

Have you performed research involving human subjects which requires approval from the Institutional Review Board (IRB)? Yes X No

IRB Protocol Number

Have you used live animals, animal tissue, or observational animal work which requires approval from the Institutional Animal Care and Use Committee (IACUC)? Yes X No

IACUC Protocol Number

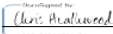
Attach the final copy of thesis/dissertation for committee review. While formatting changes may be requested by the Graduate School, the content of the attached document should be final.

Approvals:

Committee Chair Name Jane Doe

Signature  Date Signed 6/25/2020

Committee Member Name Bill Smith

Signature  Date Signed 6/25/2020

The final copy of this thesis has been examined by the signatories, and we find that both the content and the form meet acceptable presentation standards of scholarly work in the above-mentioned discipline.



STUDENT SUCCESS TAB IN SLATE

slate 

[Student Name] Active Student **[Slate ID#]**

Dashboard

Timeline

Fall 2022: Lingu...

Grad 2022

Profile

Materials

Preferences

Processing

Student Success

Course Registration

Student Success Admins Only
Academic Standing Letter
Yes = FY
In Progress = Nspecial
No = FN

Personal Information

CU-SIS ID:	10xxxxxxx		
HR ID	XXXXXX	Personal Pronouns	She, He, Hers
Gender Identity		Grad Status	2237 - A
Office Location		International Student (if no then domestic)	Yes
Visa Type	F-1-Student	Visa Status	Applied For
Visa Issue Date			
Visa Expiration Date			
Dietary Restrictions			

Academic Plans
This section displays information from the SIS system, and is not editable within Slate.

Plan	Subplan	Credential	Status	Admit Term	Expected Grad Term	Program Type	Semester GPA	Cumulative Career GPA	CU-SIS Career	Residency
Linguistics - MA (LING-MA)		Master of Arts	Active	Fall 2022			Term: 2231, Term GPA: 4.000	4.000	GRAD	Nonresident

Student Success

Course Registration

Active Student

STUDENT RESOURCES AT CU

Ombuds: <https://www.colorado.edu/ombuds/>

CAPS: <https://www.colorado.edu/counseling/>

Disability Services:
<https://www.colorado.edu/disabilityservices/>

ISSS: <https://www.colorado.edu/iss/>

Student Support and Case Management:
<https://www.colorado.edu/studentaffairs/student-concern>

Report it: <https://www.colorado.edu/dontignoreit/>

Victim Assistance: <https://www.colorado.edu/ova/>

Grad+ Seminar and Writing Support:
<https://www.colorado.edu/graduateschool/professional-development/grad-seminars>

Professional Development:
<https://www.colorado.edu/graduateschool/professional-development>

Center for Teaching and Learning:
<https://www.colorado.edu/center/teaching-learning/>

GPSG: <https://www.colorado.edu/gpsg/>

