

## **Checklist for Graduating PhD Students**

**In the first month of the semester in which you graduate:**

- ☐ Apply to graduate in your Buff portal
- ☐ Please email your GPA with ([amgradco@colorado.edu](mailto:amgradco@colorado.edu)):
  - Notice that you've applied to graduate
  - Notice of the 5 names of your committee members and their department affiliation
  - The date & time of your exam
  - Up-to-date CVs from any out-of-dept members  
(the GPA will process Graduate Faculty Appointments (GFAs) and notify you when they're approved: this may take 2 weeks+)

**As soon as all your committee members have GFAs but no less than 2 weeks before you defend:**

- ☐ Fill out a doctoral exam form [found here](#).  
Click above or search "CU Boulder Grad School" > "Academic Resources" > "Forms" > "Doctoral Exam Form"
- ☐ Reserve a room and/ or send a Zoom link to your committee members. Please create your own Zoom link. If you'd like help reserving a room beyond using [ems.colorado.edu](https://ems.colorado.edu), contact Ian Cunningham for help: [amassist@colorado.edu](mailto:amassist@colorado.edu)
- ☐ Please email [amassist@colorado.edu](mailto:amassist@colorado.edu) with the following info for the Weekly Announcements: Send your title, date, venue, time, abstract and dissertation advisor's name (This is not mandatory to graduate, but *it is strongly recommended and often expected by faculty*)

**After your exam:**

- ☐ Submit your dissertation with [Thesis Approval Form](#) by the [deadline](#)  
Click or search: CU Boulder "Specifications for Preparation of Doctoral Theses"
- ☐ [Take the Survey of Earned Doctorates](#) by the [deadline](#)  
Click or search: CU Boulder "Specifications for Preparation of Doctoral Theses"