

Checklist for MS Students (Thesis-track)

1) In the first few weeks of September, January, or May of the semester in which you graduate:

- ✓ Fill out the [master's thesis plan form](#) *before* applying to graduate.
- ✓ Apply to graduate in your Buff portal.
- ✓ Fill out a Candidacy Application form: the first link listed [here](#).
(Click the link above or search "CU Boulder" > "Academic Resources" > "Forms" > "Candidacy Application")
- ✓ Email your GPA with:
 - Notice that you've filled out the master's thesis plan form & that you have already applied to graduate (=important!)
 - The 3 names of your committee members and their department affiliations (even if you have an advisor who is not in the APPM department, on the exam form, you'll need to list your APPM co-advisor as chair. In the thesis document itself, you can give credit to your own advisor. Policy on committee members is in the [Supplement](#), between pgs 6-7)
 - The date, time, and venue of your exam
 - If you have out-of-dept members, send me their updated CV so that I can issue them a Graduate Faculty Appointment (2-4 weeks)

2) Before mid-semester preferably and at least 2 weeks before your exam:

- ✓ Apply to fill out your Master's examination form online, [found here](#).
(Search "CU Boulder" > "Academic Resources" > "Forms" > "Master's Examination For [Forms for Current Students | Graduate School | University of Colorado Boulder](#)m")
- ✓ 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, contact Ian Cunningham for help: amassist@colorado.edu
- ✓ Please email amassist@colorado.edu with the following info for the Weekly Announcements: 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*)

3) After your exam:

- ✓ [Submit your thesis](#) by [the deadline](#).
(Search: CU Boulder "Specifications for Preparation of Master's Thesis")