

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):
 - 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 10 days 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, contact Ian Cunningham for help: amassist@colorado.edu

- OPTIONAL: Please email amassist@colorado.edu with the following info for the Weekly Announcements: Send your title, date, venue, time, abstract and dissertation advisor's name

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"