University of Colorado
Boulder

Candidacy Application Process

Student completes Candidacy Application → Department Reviews and Approves → Graduate School Reviews and Approves → Weekly Automatic Updates

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Student Access

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The form will populate the student's program(s) and courses

Select the degree to which this form applies.

Major		Status	Plan Code	Subplan	☑ Select
Electrical Engineering		Active	EEEN–ME	ESE	
Major		**Status**	**Plan Code**	**Subplan**	☐ Select
Engineering Management		Active	EMEN–ME	D–EEENEMEN	

Select the degree to which this form applies.

Major		Status	Plan Code	Subplan	☑ Select
Psychology		Active	PSYC–PHD	NRO	
Additional Major					
Neuroscience					
Major		**Status**	**Plan Code**		☐ Select
Psychology		Active	PSYC–MA		

If the student is pursuing multiple degrees, they will need to select the appropriate program to which each form applies.

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Master's Only:

- If the student is in the BAM or Dual program, they will need to select the program box on the form.
- They will also need to select their degree plan.

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

Class List

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	Course Code	Course	Credits	Grade	Applicability
Fall 2021	MCEN 5055	Advanced Product Design	3	A-	● Applicable toward selected degree ○ Not applicable toward selected degree

Notes   **Grading Basis**
                                                        LTR   **Remove**

Updates

Transfer Courses

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	Course	Course Code	Credits	Grade	Applicability
Summer 2019	ST: Optimal Control & Estimat	ME561	3	A+	● Applicable toward selected degree ○ Not applicable toward selected degree

Institution

Univ New Mexico

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Thesis Plan Master's and Doctoral students

Thesis/Dissertaton Hours

Listed below are all thesis and dissertation hours taken to this point. Hours taken in the future will be added without additional action.

Class List   Add

Semester	Course Number	Dissertation or Thesis (MA Plan I)	Credits	Grade	Applicability
Spring 2016	COMM 8990	Doctoral Dissertation	10	IP	⦿ Applicable toward selected degree ◯ Not applicable toward selected degree

Notes

[   ]

Remove

Planned Courses/Courses Approved by Exception

Planned Courses/Courses Approved by Exception

List courses below that you plan to take in the future that will count toward your degree, along with any courses which were approved for use toward your degree but do not appear in the lists above. Dissertation or thesis hours will be added to the form as they are taken. There is no need to list your planned thesis hours.

Click the Add button to include more than one course.

Class List   Add

Total Write-In Credits

Class List   Add

Semester*	Year*	Course Prefix and Number*	Course Title*	Credits
Fall ▼	2022	ARSC 4000	Upper division A&S material	3

University of Colorado **Boulder**

Staff Access

OnBase Web Client

Program Candidacy Application Inbox
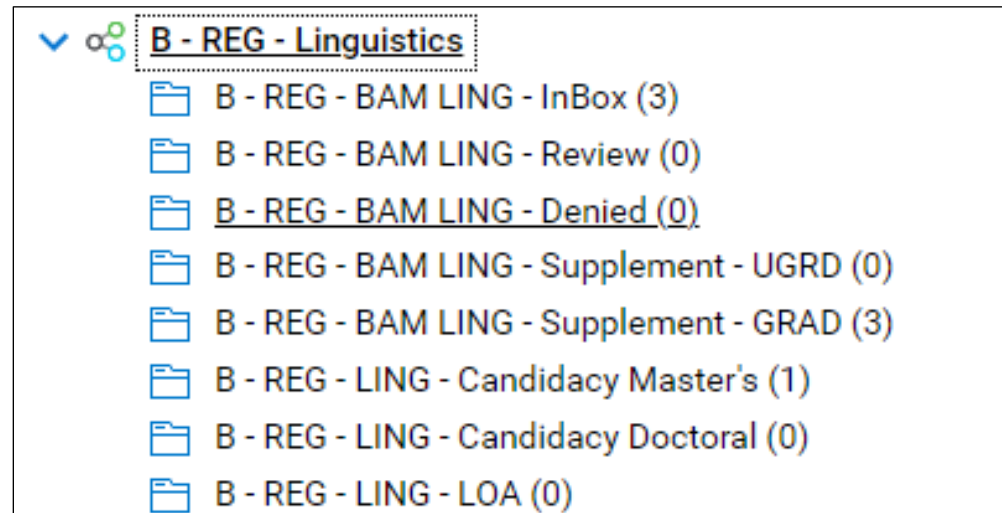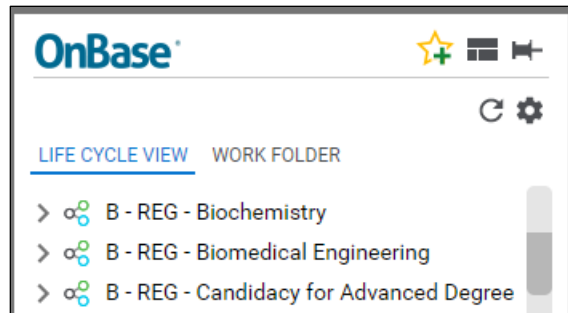
Student Information   Administration   Change Log

Student Information

Student ID*
████████

First Name*
SEAN

Last Name*
████████

First Name*
SEAN

Email Address*
████████@Colorado.EDU

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
Mechanical Engineering

Status
Active

Plan Code
MCEN-MSME

Subplan
C-MCENP

0 Note(s)

Semester	Course Code	Course	Credits	Grade	Applicability
Fall 2016	NRSC 5100	Intro to Neuroscience I	5	A	◯ Applicable toward selected degree ⦿ Not applicable toward selected degree

NOT APPLICABLE TOWARD SELECTED DEGREE

University of Colorado **Boulder**

Graduate Program Review

- Review the form to ensure that the student's degree plan meets your 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 the form with faculty advisors or other program leadership as needed
- Save changes and approve or deny as appropriate- reach out to the student if the form needs to be denied, to discuss reasons and timeline for resubmission

If changes were made, DON'T FORGET TO CLICK the "Save Changes" button before clicking "Approve" or "Deny".

Save Changes

Submit

✓ Approved   🚫 Denied
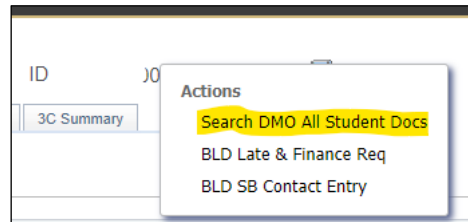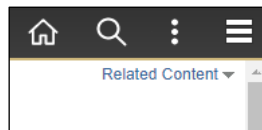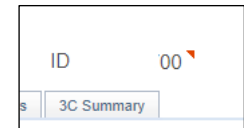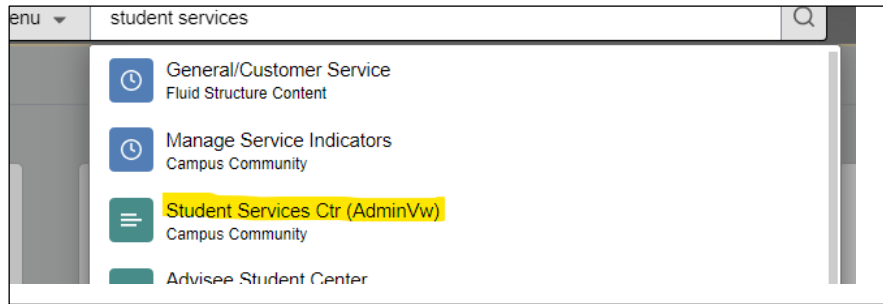
Comments for Students and Grad School Staff

Department Approval Status
REQUESTED

Approver

Comments to Student (will be sent to student in an email)

Comments to Grad School (student visible)

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Updates

Accessing Related Student Documents

1. Enter Campus Solutions
2. Search Student Services Ctr (AdminVw)
3. Enter Student's ID
4. (PC) Right Click Red Triangle over Student's ID
5. (Mac) Select Drop Down Menu for Related Content
6. Select DMO All Student Docs
7. Documents you have access to will be viewable

Documental Retrieval

1. Enter OnBase
2. Select the Document Type (For Candidacy Applications: B – REG – GSS – Candidacy Application)
3. You have many keywords you can use to find a specific application/document OR you may type your Department's Major under "Major" to find Candidacy Applications for your Department

University of Colorado **Boulder**

MASTER'S

- 30 coursework hours
  (more for MFA, MENV, other degrees)
- 4-6 thesis hours, if thesis plan
- Grades of C or above
- 3.0 GPA or above
- 5000 level courses or above
- No more than 6 hours at the 3000/4000 level *(at department's discretion)*
- 4-year time limit (6 for ME)
- No more than 25% of required work may be independent study

DOCTORAL

- 30 coursework hours + minimum 30 dissertation hours
  (different requirements for DMA, AUDD)
- 5000 level courses or above
- Grades of B- or above
- 3.0 GPA or above
- 6-year time limit
- Continuous registration required following the comp exam, through the semester of final exam;
  3-5+ dissertation credits of registration

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Questions?

Email: gradinfo@colorado.edu