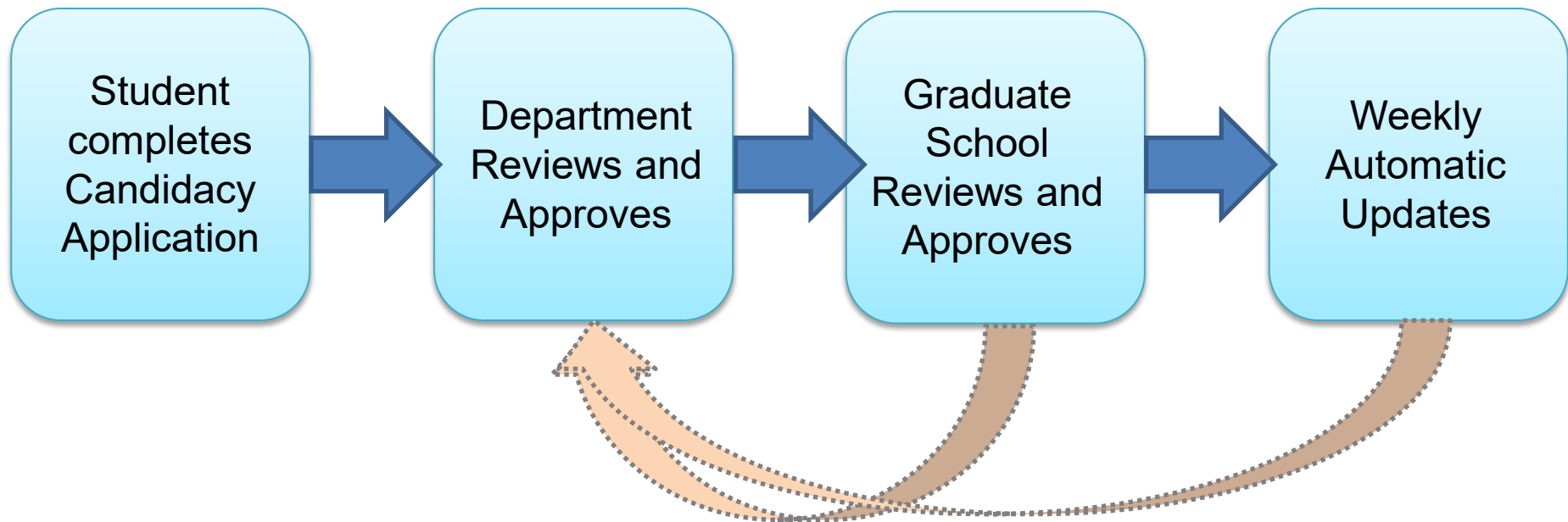




University of Colorado  
Boulder





# Candidacy Application Process



# Student Access

[colorado.edu/graduateschool/academics/forms-current-students](#)

 University of Colorado **Boulder**



## Graduate School

[Admitted Students](#) [Faculty & Staff](#) [Give Now](#)

[Home](#) [Admissions](#) [Academics](#) [Funding](#) [Professional Development](#) [Graduate Student Life](#) [News & Events](#)

[Home](#) > [Academics](#) > Forms for Current Students

## Forms for Current Students

- » [Candidacy Application for an Advanced Degree](#)
  - [Candidacy Application Student Instruction Guide](#)
- » [Doctoral Comprehensive Examination Form \(DocuSign Workflow Process\)](#)
- » [Doctoral Comprehensive Examination Conditional Pass Completion Form \(DocuSign Workflow Process\)](#)
- » [Doctoral Final Examination Form \(DocuSign Workflow Process\)](#)
- » [Extension of Time Limit Request](#)
- » [Graduate Program Change/Addition/Discontinuation Form](#)
- » [Graduate Student Academic Recovery Plan](#)
- » [Master's Examination Form \(DocuSign Workflow Process\)](#)
- » [Master's Thesis Plan Form](#)
- » [Letter of Completion Request \(Graduate Students Only\)](#)
- » [Thesis Approval Form](#)
- » [Transfer of Credit Request](#)
- » [Uploading Unofficial Transcript Instructions](#)

[Academic Programs & Degrees](#)

[BAM/Dual Degrees](#)

[Certificate Programs](#)

[Academic Forms](#)

[Graduation Requirements](#)

[Thesis & Dissertation Submission](#)

[Mentoring](#)

[Research Support](#)

### Graduate Student Services

Email: [gradinfo@colorado.edu](mailto:gradinfo@colorado.edu)  
Telephone: (303) 492-8220



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

Select the degree to which this form applies.				
Major	Status	Plan Code	Subplan	
Electrical Engineering	Active	EEEN-ME	ESE	<input checked="" type="checkbox"/> Select
Engineering Management	Active	EMEN-ME	D-EEENEMEN	<input type="checkbox"/> Select

Select the degree to which this form applies.				
Major	Status	Plan Code	Subplan	
Psychology	Active	PSYC-PHD	NRO	<input checked="" type="checkbox"/> Select
Additional Major				
Neuroscience				
Major	Status	Plan Code		<input type="checkbox"/> 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.

# 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-	<input checked="" type="radio"/> Applicable toward selected degree <input type="radio"/> Not applicable toward selected degree

Notes

Grading Basis

LTR

Remove

Updates



University of Colorado **Boulder**

# 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 & Estim	ME561	3	A+	<input checked="" type="radio"/> Applicable toward selected degree <input type="radio"/> Not applicable toward selected degree
<b>Institution</b>					
Univ New Mexico					

Rem



# 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					
Semester	Course Number	Dissertation or Thesis (MA Plan I)	Credits	Grade	Applicability
Spring 2016	COMM 8990	Doctoral Dissertation	10	IP	<input checked="" type="radio"/> Applicable toward selected degree <input type="radio"/> Not applicable toward selected degree
Notes					
<div></div>					<div>Remove</div>





# 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



# Staff Access

portal.prod.cu.edu/psc/epprod/EMPLOYEE/ENTP/c/NUI\_FRAMEWORK.PT\_LANDINGPAGE.GBL?customTab=CU\_RESOURCES\_FLUID\_DIRECT&IgnoreParamTempl=customTab

University of Colorado Boulder

Search in All Content

CU Resources Home

LINKEDIN LEARNING'S MOST POPULAR COURSES

Employees can build resilience (and rewarding career options) into their professional toolbox by expanding their skillsets. Check on LinkedIn Learning's most popular courses to get started.

My Leave

Paychecks

Campus Solutions

CU-Data

Benefits and Wellness

CU Marketplace

Concur Travel & Expense System

Skillsoft

OnBase DM

CU Boulder Jobs

Code of Conduct

Faculty Reporting & DEPA

OnBase

CU Boulder Jobs  
Internal Job Board



# OnBase Web Client

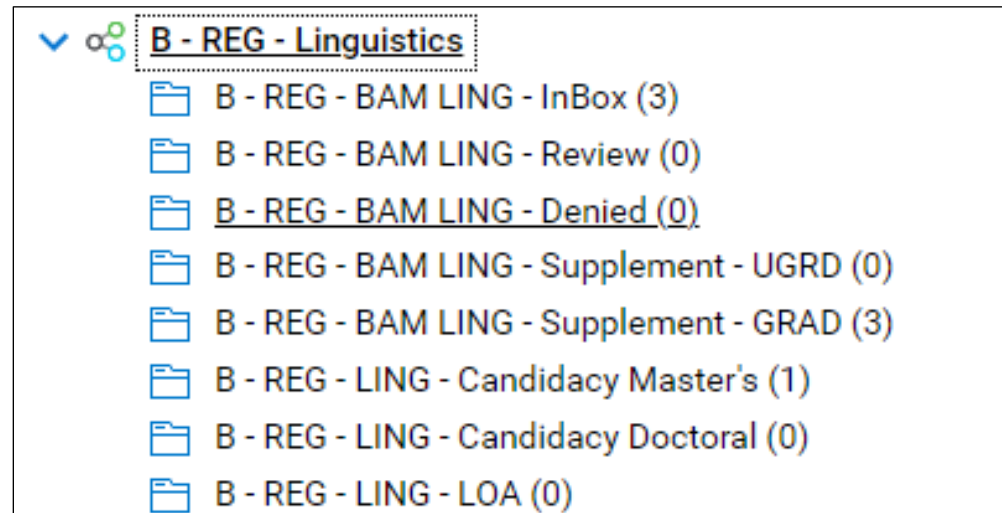
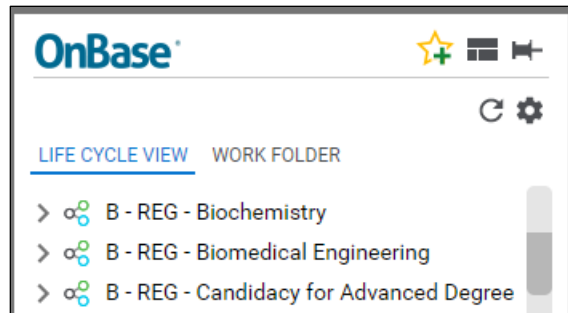


WORKFLOW

Open Workflow



# Program Candidacy Application Inbox



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	F
Contains...	Contains...	Contains...	Contains...	Contains...	5
[REDACTED]	[REDACTED]	SEAN	MASTER'S	Mechanical Engineering	

Items: 1

☒ Approve ☐ Denied

Student Information

Administration

Change Log

## Student Information

Student ID\*

[REDACTED]

First Name\*

SEAN

Last Name\*

[REDACTED]

First Name\*

SEAN

Email Address\*

[REDACTED]@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

Fall 2016

Course Code

NRSC 5100

Course

Intro to Neuroscience I

Credits

5

Grade

A

Applicability

- ☐ Applicable toward selected degree
- ☒ Not applicable toward selected degree

**NOT APPLICABLE TOWARD  
SELECTED DEGREE**





# 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".

Submit

Save Changes



Approved



Denied



# Comments for Students and Grad School Staff

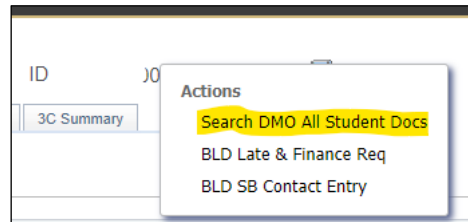
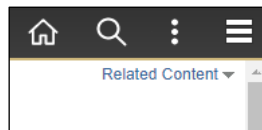
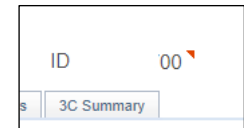
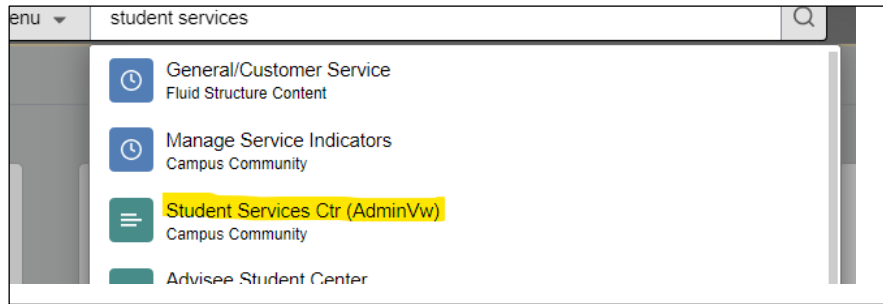
Department Approval Status	Approver
REQUESTED	
Comments to Student (will be sent to student in an email)	
Comments to Grad School (student visible)	

# Updates

<b>Graduate School Approval Status</b> ON HOLD	<b>Approver</b> Alexa Holland-Plum - CUBLD
<p>This form has been returned to your program from the Graduate School for additional review.</p> <div></div>	
<b>Department Approval Status</b>	<b>Approver</b>



# 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

DOCUMENT TYPE	DOCUMENT DATE
B - GSS - Candidacy Application - Doctoral Degree	10/5/2022
B - GSS - Candidacy Application - Master's Degree	1/10/2023
B - GSS - Comprehensive Examination Report - Doctoral	10/5/2022
B - GSS - Final Examination Report - Doctoral	1/2/2023
B - GSS - Transfer of Credit	4/29/2021
B - REG - ADM College Transcript	5/4/2021



# Documental Retrieval

Document Retrieval

Document Types

Q candidacy X

B - GSS - STUDENT DOCUMENTS

- B - GSS - Candidacy Application - Doctoral Degree
- B - GSS - Candidacy Application - Master's Degree
- B - GSS - Concurrent Supplement to the Candidacy Application

B - REG - REGISTRAR DOCUMENTS

- B - REG - GSS - Candidacy Application

Search Type

KEYWORDS TEXT NOTES

Student Preferred First Name

Academic Career

Major

Environmental Studies

Plan

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





## 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*



# Questions?



Email: [gradinfo@colorado.edu](mailto:gradinfo@colorado.edu)