

Graduate School Forms, Links, and Procedures for PhD Students:

Coursework – Please work with your faculty advisor prior to each semester on registration towards academic progress.

Apply for transfer credit evaluation early in your academic career by consulting with your advisor and using this form:

[Transfer Credit Evaluation Request](#)

Once you have completed, or are near completion, of your 39 hours of coursework requirements per the Handbook, please consult with the education coordinator **early** to prepare for your portfolio semester.

Portfolio Preparation (procedural): Send the names of your Portfolio Advisory and Defense Committee members to the Education Coordinator before, or early in the semester of your portfolio defense (comprehensive examination). Their committee appointments may need to be renewed.

Submit a Doctoral Comprehensive Exam form two weeks prior to the date of your portfolio defense (comprehensive examination):

[Doctoral Comprehensive Exam Form](#)

Within two weeks of a successful portfolio defense, apply to Candidacy:

[Doctoral Candidacy Application Form](#)

Once completed that will advance you to ABD status, or “D” status in CU’s fee schedule.

Provide the names of your dissertation committee members to the Education Coordinator as soon as possible.

Preparing to Graduate: As your dissertation nears completion, and you have completed at least 30 dissertation hours, be aware of the deadlines for the semester in which you intend to graduate. There are several steps you need to complete during that term.

[Doctoral Graduation Deadlines](#)

Those steps include:

- Applying to graduate through the Buff Portal ***prior to the deadline for your semester.***
- Scheduling your dissertation defense date and informing the Education Coordinator of the date along with the title of your dissertation.
- Initiating a [Doctoral Final Examination Form](#) ***two weeks prior to your scheduled defense date.***
- Preparing the [formatting](#) for your dissertation submission to ProQuest ***well in advance of the graduate school's deadline for the semester in which you intend to graduate.*** The Graduate School recommends that a pre-check of your format be done before you submit the final version. You can request that by e-mailing a pdf of your thesis to gradinfo@colorado.edu.
- Initiating a [Thesis Approval Form](#) in plenty of time for your committee chair and member to sign off ***before your submission deadline.*** You need to include a copy with your dissertation.
- Ph.D. graduates are also asked to complete a survey of earned doctorates by the [deadline for that semester](#).

[Graduate School Doctoral Checklist](#)

[All GS Forms Page](#)