



**GRADUATE SCHOOL PROCEDURES MANUAL
FOR FACULTY & STAFF**

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GRADUATE SCHOOL
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INTRODUCTION

This manual is organized into four sections. Each corresponds to a major set of events in every graduate student's career—Admissions, Financial Support, Academic Progress, and Graduation. Within each of the sections, processes are laid out, generally in chronological order.

All the Graduate School forms relevant to a given section of the manual are listed on an introductory page. We attempt to make the ongoing processes clear and easy to understand. We list links to the appropriate form at the end of the section, a description as to why the form is necessary, special details related to the form, and how to process the form.

This manual should be used in conjunction with the *Graduate and Professional Bulletin*, which provides details on University policy. Because processes involve the implementation of policy, it is impossible to provide detail without referencing policy. However, this manual is not designed to dictate policy rather provide guidance on how to process Graduate School forms so that at least minimum University policies are adhered to.

We hope that this manual will be a useful tool for those who are responsible for working with graduate students and processing Graduate School related forms.

The Graduate School Staff
February 2013

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SECTION I

ADMISSIONS FORMS

GS FORM	FORM TITLE	PREPARED BY	SUBMITTED TO	FUNCTION	DUE DATE
	Online Application for Admission – Admissions website	Applicant	Admissions & Department	To apply to Graduate School	Individual departments may have different deadlines for certain programs.
1B	Graduate Application for Readmission	Applicant or Student	Department & Admissions	Request readmission to Graduate School	Individual departments may have different deadlines for certain programs.
1C	Change of Term Request for Applicants to Graduate Programs	Applicant or Student	Admissions	To either update application term or defer admitted term	From Fall – Sept 1 From Spring – Feb 1 From Summer – July 1
2A	Note of Graduate Admission	Department	Admissions	Notify Admissions & Graduate School of recommendation to admit	Two weeks prior to the term of admission
2D	Notice of Application Denial	Department	Admissions & Applicant	Notify Admissions & student of denial of admission	Immediately when decision is known
2W	Notice of Application Withdrawal	Department	Admissions & Applicant	Notify Admissions that the student's application will be withdrawn	Immediately when decision is known
	Immigration Document Request form	Applicant (International)	International Programs	Supply information for visa documentation	Submit anytime received not required for admission decision
7	Request for Change of Department and/or Degree Program	Student & Department	Graduate School	When changing department, degree program, or sub-majors	If request is for current term, this form needs to be submitted prior to University Census date (12 days into the semester)
	Admission FAQs on the Grad School website – Faculty and Staff tab	Graduate School & Admissions		To provide answers to admission questions	

PROSPECTIVE STUDENTS REQUESTING APPLICATION MATERIALS (SEND ME PROGRAM INFORMATION)

REQUESTED BY: Prospective Student

SUBMITTED TO: Graduate School

Procedures for Application/Program Information Inquiries Received by the Graduate School:

1. Telephone Requests
 - a. If the prospective student requests an application, the student is directed to the online application.
 - b. If the prospective student requests program information, the student is informed that the appropriate academic department can send the information to him/her. The student is referred to the Send Me Program Information on the Graduate School home page.
 - c. If the prospective student requests to talk to someone about more detailed program information, the student is forwarded to the appropriate academic department.
2. Surface Mail Requests
 - a. If an e-mail address is included, an e-mail will be sent to the prospective student directing him/her to the online application, as well as the Send Me Program Information on the Graduate School home page.
 - b. If no e-mail address is given, a letter will be sent to the prospective student directing him/her to the online application, as well as the Send Me Program Information on the Graduate School home page.
3. E-mail Requests
 - a. The prospective student is sent an e-mail directing him/her to the online application, as well as the Send Me Program Information on the Graduate School home page.

Web Addresses for Prospective Students:

- Prospective Students: <http://www.graduateschool.colostate.edu/prospective-students/>
- Programs & Degrees: <http://www.graduateschool.colostate.edu/prospective-students/degrees.aspx>
- Send Me Program Information: <http://www.graduateschool.colostate.edu/request-information/>
- Apply Now Page: <http://www.graduateschool.colostate.edu/prospective-students/apply/>
- Online Application: <https://wsnet.colostate.edu/apply/Login.aspx>

GRADUATE ONLINE APPLICATION – U.S. CITIZEN OR PERMANENT RESIDENT

PREPARED BY: Applicant

SUBMITTED TO: Office of Admissions and Department

DETAILS: The online application is required by all prospective students applying to Graduate School. The online application will be electronically submitted to the Office of Admissions and then forwarded to the appropriate academic department. In addition to the online application, a \$50 non-refundable application fee must be electronically submitted (Section D.1 of the *Graduate and Professional Bulletin*).

The student completes the online application and submits the fee, and then sends the materials listed on the U.S. Citizen or Permanent Resident Application Materials Checklist to the department.

How to Process the Application:

- Once the application is received by the Office of Admissions, basic information is coded into ARIESweb. The application is then forwarded to the appropriate academic department for review.
- The department retains all other application materials for use in the application review process for the term requested.
- Applications received after **departmental** deadlines:
 - a. The department may notify the student that the application will be considered for a subsequent term.
 - b. Refer to the Admission FAQs on the Grad School website – Faculty and Staff tab
- The department processes the appropriate decision form:
 - a. GS2A Notice of Graduate Admission to make a recommendation to the Graduate School,
 - b. GS2D Notice of Application Denial, or
 - c. GS2W Notice of Application Withdrawal

The status of the application can be viewed via the student's record in ARIESweb – General Student Tools – Admissions Information.

Web Addresses for U.S. Citizen or Permanent Resident Applications:

- Apply Now Page: <http://www.graduateschool.colostate.edu/prospective-students/apply/>
- U.S. Citizen or Permanent Resident Application Materials Checklist: <http://www.graduateschool.colostate.edu/prospective-students/apply/us-citizen-or-permanent-resident-materials-checklist.aspx>
- Online Application: <https://wsnet.colostate.edu/apply/Login.aspx>
- Forms: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

GRADUATE ONLINE APPLICATION – INTERNATIONAL STUDENT

PREPARED BY: Applicant

SUBMITTED TO: Office of Admissions

DETAILS: The online application is required by all prospective students applying to Graduate School. The online application will be electronically submitted to the Office of Admissions and then forwarded to the appropriate academic department. In addition to the online application, a \$50 non-refundable application fee must be electronically submitted (Section D.5 of the *Graduate and Professional Bulletin*).

The student completes the online application and submits the fee, and then sends the materials listed on the International Application Materials Checklist to the department.

How to Process the Application:

- Once the application is received by the Office of Admissions, basic information is coded into ARIESweb. The application is then forwarded to the appropriate academic department for review.
- The department retains all other application materials for use in the application review process for the term requested.
- Applications received after **departmental** deadlines:
 - a. The department may notify the student that the application will be considered for a subsequent term.
 - b. Refer to the Admission FAQs on the Grad School website – Faculty and Staff tab
- The department processes the appropriate decision form:
 - a. GS2A Notice of Graduate Admission to make a recommendation to the Graduate School,
 - b. GS2D Notice of Application Denial, or
 - c. GS2W Notice of Application Withdrawal

The status of the application can be viewed via the student's record in ARIESweb – General Student Tools – Admissions Information.

Web Addresses for International Applications:

- Apply Now Page: <http://www.graduateschool.colostate.edu/prospective-students/apply/>
- International Application Materials Checklist: <http://www.graduateschool.colostate.edu/prospective-students/apply/international-materials-checklist.aspx>
- Online Application: <https://wsnet.colostate.edu/apply/Login.aspx>
- Forms: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

GS1B GRADUATE APPLICATION FOR READMISSION

PREPARED BY: Applicant or Student

SUBMITTED TO: Department and Office of Admissions

DETAILS: The GS1B is used to request readmission to the Graduate School if there is a break in successive semester to semester enrollment (Section D.6.2 of the *Graduate and Professional Bulletin*).

How to Process the Form:

- Readmission must be accomplished prior to re-enrollment or by the University application deadline dates and must be approved by the department.
- The student downloads and prints the GS1B and completes the form. The student obtains the department head's signature, and with the \$150.00 non-refundable processing fee stapled to the form, submits the form to the Office of Admissions.
- The department may also initiate a readmission on behalf of a student who is absent from campus. If the readmission is for a student with a **GPA below 3.0**, the department will need to provide a letter of support.
- If readmission is denied by the Office of Admissions or the Graduate School, the form will be returned to the department and the department will need to follow-up with the student by sending him/her a GS2D Notice of Application Denial.
- Approved readmissions are processed and recorded into ARIESweb within five days, and the Office of Admissions notifies the student via e-mail.

The status of the readmission can be viewed via the student's record in ARIESweb – General Student Tools – Admissions Information.

Web Addresses for the GS1B Graduate Application for Readmission:

- GS1B: <http://www.graduateschool.colostate.edu/documents/GS1B.pdf>
- Forms Page: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

GS1C CHANGE OF TERM REQUEST FOR APPLICANTS TO GRADUATE PROGRAMS

PREPARED BY: Applicant or Student and Department

SUBMITTED TO: Office of Admissions

DETAILS: The GS1C is used if an applicant wants to either update the term that is listed on his/her existing application or if the student is admitted, to defer his/her admission to a different term.

How to Process the Form:

- The applicant downloads and prints the GS1C and completes the top part of the form and submits it to the department.
- Depending on the status of the application, the department either fills out the rest of the form or updates the request or deferral request.
- Once completed, the department submits the form to the Office of Admissions and the decision is entered into ARIESweb.

Web Addresses for the GS1C Change of Term Request for Applicants to Graduate Programs:

- GS1C: <http://www.graduateschool.colostate.edu/documents/GS1C.pdf>
- Forms Page: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

GS2A NOTICE OF GRADUATE ADMISSION

PREPARED BY: Department

SUBMITTED TO: Office of Admissions

DETAILS: Each applicant needs to be formally informed that he/she has been admitted to the Graduate School. If the department recommends admission, this is indicated on the GS2A, which includes the term of admission, the degree, and any conditions of admission. Newly admitted students are mailed the original GS2A by the Office of Admissions as well as receive an email that includes the steps once admitted.

How to Process the Form:

- After the department review committee has made their recommendation, access the student's record under ARIESWEB.
- Under Generate Graduate Admission letter – Select Generate GS2A – Admission letter
Fill out the prefilled boxes, the program code and or admit term can be changed on this form as well as the option to add additional comments.
- The Transcript/TOEFL information will be filled out at the Graduate or Admissions level
- Print all pages sign and date the department signature line on the letter and forward all pages along with supporting documents to the Office of Admission at 1062 Campus Delivery. Keep a copy for your records
- The document can be viewed in ARIESweb under Electronic Documents

International Student Admissions: The complete file is sent by the Office of Admissions to the Graduate School for a final credentials review to determine degree equivalency. Such reviews can result in a deny decision despite a positive departmental recommendation. Once admitted, the GS2A are forwarded to the Office of International Programs, and they will verify the student's funding and issue the visa documentation to the student.

Applicant with a Grade Point Average Below 3.0: If a recommended applicant does not meet the minimum 3.0 GPA University requirement for admission (including Track II), each case will be referred by the Office of Admissions to the Graduate School for the final decision. In those cases, the department should supply written substantive justification for the recommendation. The confirming evidence, which suggests that the student is likely to be able to handle the rigors of graduate study, should be presented in three letters of recommendation and statement of purpose.

Track II Admissions: Track II admissions are available only to individuals who have a GPA below 3.0 and have at least five years of appropriate professional experience following the award of a baccalaureate degree. The department must submit the GS2A with the required materials. The complete policy and required materials are listed in Section D.2 of the *Graduate and Professional Bulletin*.

Track III Admissions: A student with a strong scholarly and/or research interest may apply for admission to a combined bachelor's/master's degree program within certain majors to begin a graduate program during his/her senior year, and to provide flexibility in the scheduling and completion of upper division undergraduate requirements along with the graduate course requirements for the master's degree. The complete policy and required materials are listed in Section D.3 of the *Graduate and Professional Bulletin*.

Web Addresses for the GS2A Notice of Graduate Admission:

- Forms Page: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>
- GS2A: ARIESWeb

GS2D NOTICE OF APPLICATION DENIAL

PREPARED BY: Department

SUBMITTED TO: Applicant and Office of Admissions

DETAILS: Each applicant should be formally informed of the decision related to his/her application. The GS2D notifies the student of admission denial. The GS2D is used to notify the applicant of the denial action taken on his/her application.

How to Process the Form:

- Access the student's record under ARIESweb
- Under Generate Graduate Admission Letter – Select Generate GS2D – Denial Letter
- Fill out the required placeholders, print all pages sign and date the department signature line on the letter, and forward the GS FORM 2D to the Office of Admissions at 1062 Campus Deliver OR simply email the document to the Office of Admissions at ADM_Gradprocessing@mail.colostate.edu. Finally, mail the letter portion to the applicant. A copy of the GS2D is mailed to the Office of Admissions and the decision is entered into ARIESweb.
- The document can be viewed in ARIESweb under Electronic Documents. Application materials should be retained for at least two years.

In the event that a student is not admitted or denied and wishes to be reconsidered for a future term, refer to the Admissions FAQs.

Web Addresses for the GS2D Notice of Application Denial:

- Forms Page: <http://www.graduateschool.colostate.edu/facultystaff/forms/index.aspx>
- GS2D: ARIESWeb

GS2W NOTICE OF APPLICATION WITHDRAWAL

PREPARED BY: Department

SUBMITTED TO: Applicant and Office of Admissions

DETAILS: Each applicant should be formally informed of the decision related to his/her application. This form will inform the student that his/her file is missing information and will be withdrawn from the application pool. The GS2W is used to notify the applicant of the withdrawal action taken on his/her application.

How to Process the Form:

- Access the student's record under ARIESweb
- Under Generate Graduate Admission Letter – Select Generate GS2W – Withdrawal Letter
- Fill out the required placeholders, print all pages sign and date the department signature line on the letter, and forward the GS FORM 2W to the Office of Admissions at 1062 Campus Deliver OR simply email the document to the Office of Admissions at ADM_Gradprocessing@mail.colostate.edu. Finally, mail the letter portion to the applicant. A copy of the GS2W is mailed to the Office of Admissions and the decision is entered into ARIESweb.
- The document can be viewed in ARIESweb under Electronic Documents. Application materials should be retained for at least two years.

Web Addresses for the GS2W Notice of Application Withdrawal:

- Forms Page: <http://www.graduateschool.colostate.edu/facultystaff/forms/index.aspx>
- GS2W: ARIESWeb

IMMIGRATION DOCUMENT REQUEST FORM

PREPARED BY: Applicant

SUBMITTED TO: Office of International Programs

DETAILS: The immigration document is not required for an application review process, but will be required if officially admitted. The document certifies that the student has adequate financial support to attend Colorado State University. The immigration document should be completed by the student and/or the student's sponsor and submitted to the Office of International Programs.

How to Process the Form:

- The student downloads and prints the Immigration document and completes the form. The student may submit the document along with the other application materials to the Department.
- If the student is recommended for admission, the department submits the Immigration document to the Office of International Programs.
 - a. If the student is awarded financial support by the department, the department makes notation of this on the GS2A Notice of Graduate Admission.
 - b. The Office of International Programs determines if the student has the correct amount of funding before issuing the documentation needed to obtain a visa.

Web Addresses for the Immigration Document Request Form

Document:

- Immigration Document: http://iss.colostate.edu/forms/Immigration_Document_Request_Form.pdf
- Forms Page: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

GS7 REQUEST FOR CHANGE OF DEPARTMENT AND/OR DEGREE PROGRAM

PREPARED BY: Student and Department

SUBMITTED TO: Graduate School

DETAILS: The GS7 is used when a student is changing from one degree program to another or changing from one department to another. The student may or may not complete the degree program from which he/she is changing. **This form must be turned in prior to census for the current term.**

How to Process the Form:

- The student downloads and prints the GS7 and GS7 Instruction Sheet, and completes the form. The student obtains the required signatures from his/her department, and then submits the GS7 form to the Graduate School for final processing.
- The Graduate School will e-mail both the student and the department when the GS7 has been approved. For international students the Office of International Programs will be notified as well.
- Additional information regarding the GS7 requirements can be found on the GS7 Instruction Sheet.

Web Addresses for the GS7 Request for Change of Department and/or Degree Program:

- GS7: <http://www.graduateschool.colostate.edu/documents/GS7.pdf>
- GS7 Instruction Sheet: <http://www.graduateschool.colostate.edu/documents/GS7-Instructions.pdf>
- Forms Page: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

SECTION II:**FINANCIAL SUPPORT FORMS**

FORM OR TITLE	FORM OR TITLE NAME	PREPARED BY	SUBMITTED TO	FUNCTION	DUE DATE
GAAC (Sample)	Graduate Assistant Appointment and Certification Form	Department	Department/Student	Establishes a University & student agreement for employment	University Census date (12 days into the semester)
PRSE Fellowship	Programs of Research and Scholarly Excellence	Initiated by PRSE Director/Notice sent by Graduate School	Graduate School	Notify students of Fellowship offer	Due dates vary each year. Refer to call for nominations sent by Graduate School
Nomination for Colorado State Graduate Fellowship	Nomination for Colorado State Graduate Fellowship	College/Department	Graduate School	Notify students & Graduate School of Fellowship offer	Due dates vary each year. Refer to call for nominations sent by Graduate School
Tuition Premiums	Tuition Premiums	GRA or FGT Appointment Initiated by Department	Graduate School	Awarded to remove financial disincentive for research grants & to give support to new nonresident GRA's or FGT's,	University Census date (12 days into the semester)

GRADUATE ASSISTANT APPOINTMENT AND CERTIFICATION (GAAC) FORM

PREPARED BY: Department

SUBMITTED TO: Student and department head for signatures, and then the signed form is filed at the department.

DETAILS: Each graduate assistant must have a signed Graduate Assistant Appointment and Certification (GAAC) Form on file establishing a University and student agreement for employment. The GAAC Form is a document generated by the department from HR Oracle and once it is printed and signed by all parties (the student and department), it becomes a legally binding contract. A sample GAAC Form can be printed directly from the Graduate School website.

University Policies on Graduate Assistant Appointments: Graduate Assistantship – Terms and Conditions of Appointment (Section F.2.3 of the *Graduate and Professional Bulletin*).

Website Addresses for the Graduate Assistant Appointment and Certification (GAAC) Form:

- GAAC (Sample): <http://www.graduateschool.colostate.edu/documents/funding/GAAC-Sample.pdf>
- Graduate Assistant Appointment Manual: <http://www.graduateschool.colostate.edu/documents/funding/Grad-Asst-Appt-Manual.pdf>
- Graduate Assistantship – Terms and Conditions of Appointment: <http://graduateschool.colostate.edu/documents/bulletin/Bulletin.pdf#TERMS-AND-CONDITIONS-OF-APPT>
- Student Funding Page: <http://www.graduateschool.colostate.edu/faculty-staff/student-funding/index.aspx>

PROGRAMS OF RESEARCH AND SCHOLARLY EXCELLENCE (PRSE) FELLOWSHIPS

PREPARED BY: Initiated by PRSE Director/Notice sent by Graduate School

SUBMITTED TO: Graduate School

DETAILS: The PRSE fellowships are to help attract new graduate students to Colorado State University. The University awards nineteen nine-month academic year awards at \$10,000 each to programs selected in advance (Section F of the *Graduate and Professional Bulletin*).

Criteria for Fellowships:

- Awardees must be **first-time** admits to the CSU Graduate School for the fall or spring semester in which the award is offered.
- Readmits are not eligible.
- Provisional admits are not eligible.
- Students whose admission is pending are not eligible (a signed GS2A Notice of Graduate Admission must be on file in the Graduate School).
- Awardees must display a 3.0 undergraduate GPA as well as a separately calculated 3.0 GPA in any graduate work already completed.
- GRE scores (or GMAT scores where permitted by University policy) must be on file. These must be current official scores forwarded to the University directly by the Educational Testing Service. This means that scores over five years old cannot be accepted.
- Awardees must be appointed to a graduate assistantship (minimum ¼ time).
- Awardees must enroll for and complete at least nine on-campus resident-instruction credits of graduate work (excluding audits) during each semester of the fellowship year.
- Loss of good academic standing results in cancellation of the award and assistantship.
- The PRSE awards are non-renewable. That is, for the following academic year and subsequent years, assuming a successful first year, alternate department-level support would have to be found for these students.
- Absolutely no exceptions can be made to these requirements. Each candidate's credentials are audited by the Graduate School and those who do not qualify cannot receive the award.

How to Process the Award:

- A college award process is devised well in advance, committed to in writing, made available for inspection, and filed with the Graduate School.
- Departments begin the process by identifying awardees in writing to the Graduate School.
- Offers should be approved by the PRSE Director. See <http://vpr.colostate.edu/pages/prse.asp> for listings on programs and directors.
- Offers must be accepted prior to submitting names to the Graduate School. Communications with the awardees should use no wording that implies binding commitments.
- The Graduate School will audit the files of the designates to confirm that they are eligible to receive the awards.
- The Graduate School will send the designates a notice of the award and send a copy of the notice to the department.

- Once the awardees register for at least nine on-campus resident-instruction credits, and signed award notices have been received by the Graduate School the fellowship will be deposited directly to the awardees' account, following University Census date (12 days into the semester).

NOMINATION FOR COLORADO STATE GRADUATE FELLOWSHIP (COLLEGE RECRUITMENT AWARDS)

PREPARED BY: College/Department

SUBMITTED TO: Graduate School

DETAILS: The Nomination for Colorado State Graduate Fellowship is to attract new graduate students to Colorado State University, increase the number of new graduate students, increase the quality of new graduate students, and leverage the resources available for graduate education. The pool of available funds is distributed to each of the colleges and university-wide graduate programs in proportion to the number of active, enrolled graduate students presently in each respective college and program. Each college or program can use its allocated funds to achieve the stated goals in accord with discipline-specific needs while following existing regulations relating to the source of funding (Section F of the *Graduate and Professional Bulletin*).

Criteria for Fellowships:

- Each college or program must submit to the Graduate School a plan for expenditure.
- A report on the use of the previous year's funds must have been submitted.
- Awardees must be **first-time** admits to the CSU Graduate School.
- Provisional admits are not eligible.
- Students whose admission is pending are not eligible (a signed GS2A Notice of Graduate Admission must be on file in the Graduate School).
- Awardees must display a 3.0 undergraduate GPA as well as a separately calculated 3.0 GPA in any graduate work already completed.
- GRE scores (or GMAT scores where permitted by University policy) must be on file. These must be current official scores forwarded to the University directly by the Educational Testing Service. This means that scores over five years old cannot be accepted.
- Awardees must enroll for and complete at least six on-campus resident-instruction credits of graduate work (excluding audits) during each semester of the fellowship year.
- Loss of good academic standing results in cancellation of the award.
- Amounts awarded will be deposited directly into the student's account and must be at least \$500.
- The Colorado State Graduate Fellowships are non-renewable; alternate department-level support would have to be found for these students.
- Absolutely no exceptions can be made to these requirements.
- Each candidate's credentials are audited by the Graduate School and those who do not qualify cannot receive the award.

How to Process the Award:

- Colleges begin the process by identifying awardees immediately in writing to the Graduate School.
- Offers must be accepted prior to submitting the names to the Graduate School. Communications with the awardees should use no wording that implies binding commitments.
- The departments will send the designates a Nomination for Colorado State Graduate Fellowship and will forward the accepted signed nomination form to their college recruitment fellowship coordinator.
- Once the awardees register for at least six on-campus resident-instruction credits and the signed award notices have been received by the Graduate School, the fellowship will be deposited directly to the awardees' account during the first two weeks.

Addresses for the Nomination for Colorado State Graduate Fellowship:

- Nomination for Colorado State Graduate Fellowship:
<http://www.graduateschool.colostate.edu/documents/funding/Nomination-for-CSU-Graduate-Fellowship.doc>
- Student Funding Page: <http://www.graduateschool.colostate.edu/faculty-staff/student-funding/index.aspx>

TUITION PREMIUMS

PREPARED BY: Graduate Research Assistant (GRA) or Fellowship Grant Trainee (FGT) Appointment Initiated by Department

SUBMITTED TO: Graduate School

DETAILS: Tuition Premiums are awarded to remove financial disincentive for research grants and to give support to new non-resident GRA's or FGT's. Tuition Premium payments are the difference between resident and non-resident tuition. Tuition Premiums are designed to assist new non-resident graduate students in their first year of enrollment at Colorado State University and in their first year GRA or FGT appointment (*Graduate Assistant Appointment Manual*, page 8).

How to Process the Award:

- The department identifies the qualified GRA's or FGT's on their Sponsor Invoice (process managed by Accounts Receivable Operations) by indicating a "TP" next to the student's name on the Sponsor Invoice.
- Departments responsible for the student's resident portion of the tuition should record a department account number on the Sponsor Invoice.
- For disproportionate appointments, the department calculates the correct amount and enters it on the Sponsor Invoice.

Addresses for Tuition Premiums:

- Graduate Assistant Appointment Manual: <http://www.graduateschool.colostate.edu/documents/funding/Grad-Asst-Appt-Manual.pdf>
- Graduate Assistantship – Terms and Conditions of Appointment: <http://www.graduateschool.colostate.edu/documents/bulletin/Bulletin.pdf#TERMS-AND-CONDITIONS-OF-APPT>
- Student Funding Page: <http://www.graduateschool.colostate.edu/faculty-staff/student-funding/index.aspx>

SECTION III:

ACADEMIC PROGRESS FORMS

GS FORM	FORM TITLE	PREPARED BY	SUBMITTED TO	FUNCTION	DUE DATE
6 (This is an online form)	Program of Study	Student & Department	Graduate School	Identify courses, research, transfer credits (if applicable) & other requirements for a degree, & identify members of the advisory committee	Before fourth regular semester registration
6A	Discrepancies of GS6/	Graduate School	Department	Notify student & department of GS6 Form discrepancies	At the time a GS6 discrepancy is detected
9A-16A	Discrepancies of the GS9A and GS16 forms	Graduate School	Department	Notify the student & department of GS9A or GS16 Form discrepancies	At the time a GS9A or GS16 discrepancy is detected
7 – See page 16 for details	Request for Change of Department and/or Degree Program	Student & Department	Graduate School	When changing department, degree program, or sub-majors	If request is for current term, this form needs to be submitted prior to University Census date (12 days into the semester)
9A	Petition for Committee Member Changes	Student & Department	Graduate School	Record permanent changes to the members of the advisory committee	Anytime there is a change to the student's committee after the GS6 form has been approved by the Graduate School
14	Report of Department Examination	Department	Graduate School	File results of departmental examinations	Once results of the examination are known and prior to the appropriate graduation deadline
16	Report of Preliminary Examination for the Ph.D. Degree	Student & Department	Graduate School	Report results of Ph.D. preliminary examination	Taken at least two terms prior to the final examination/defense. The GS16 form is due within two working days after the results of the examination

EX102 (Available at the Registrar's Office)	Request to Take a Course Under the Exchange Agreement Between the State Supported Institutions in Northern Colorado	Student	Graduate School for signature & then Registrar's Office	Request permission to take courses at Colorado School of Mines, the University of Colorado, or the University of Northern Colorado	Before the last day of drop
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CREDIT OVERLOADS

REQUESTED BY: Student and Department

SUBMITTED TO: Graduate School

DETAILS: Requests for Overloads are made via ARIESWeb- Advisor Student Tools- Overload Request. Graduate students registering for more than 18 credits must obtain Graduate School approval.

How to Process an Overload:

1. Departments may request the overload if 18 or less credits.
2. Department Requests for **19 or more credits require written justification to the Graduate School, Dean of the Graduate School.**
 - a. Written justification is made via E-mail. The E-mail needs to include student's name, ID number, total credits, and justification for the overload. Submit to: gschool@grad.colostate.edu.
3. If the Dean of the Graduate School approves this credit overload the information will be forwarded to the Registrar's Office where they will add the credits. The Graduate School will notify the student and advisor if the request has been approved or denied.

GRADUATE SCHOOL REGISTRATION HOLDS

DETAILS: Graduate School Registration holds are placed in order to prevent students from registering until conditions of admissions or conditions of continued academic progress are fulfilled.

The Graduate School Monitors the Following Registration Holds:

- TOEFL (Test of English as a Foreign Language)/IELTS (International English Language Testing System)
- Transcript Required
- Diploma Required
- GS6 Program of Study
- Scholastic Standards
- Inactive – Not Registered
- Graduated - Must Reapply

TOEFL Registration Hold:

1. Newly admitted students who fail to meet the minimum TOEFL/IELTS requirement will automatically have a TOEFL Registration Hold placed to prevent a first registration.
2. **Removing TOEFL Holds:** Students must have the Educational Testing Service (ETS) report the official TOEFL score of 550 or better (paper-based), or 80 or better (internet-based). IELTS is also allowed; a score of 6.5 or better is required.
3. **Changing the Effective TOEFL Registration Hold Date:** Students not achieving the required test score will be required to take the Academic English Placement exam with INTO CSU. Students placing into AE must register and complete the required AE courses or submit an acceptable TOEFL/IELTS score. Students may register for both AE and graduate level courses with approval by the academic department and Academic English. Academic English will move the students hold to the next term once the student has registered for the set of AE courses.

Transcript/Diploma Required Registration Hold:

1. Newly admitted students will automatically have a Transcript and or Diploma Required Registration Hold placed at the time of admission. Summer or fall admits will have an effective Registration Hold date of October 1 for the upcoming term and spring admits will have an effective Registration Hold date of April 1 for the upcoming term.
2. **Removing Transcript/Diploma Required Holds:** Transcript Required Registration Holds are removed once the University receives an official transcript with the appropriate degree recorded.
3. **Changing the Effective Transcript/Diploma Required Registration Hold Date:** Students unable to provide proof of required credentials must provide a memo from the department requesting that the registration hold be changed/removed to allow the student to register. Departments must provide written justification for the request. All requests are reviewed and approved by Dean of the Graduate School on a case-by-case basis.

GS6 Program of Study Registration Hold:

1. All admitted graduate students must submit a GS6 Program of Study before the time of their fourth regular semester registration (Section E.1.2 of the *Graduate and Professional Bulletin*). A GS6 Registration Hold is electronically set if a GS6 is not received. (Please note: Track III students have a GS6 deadline within their first semester)
2. **Removing a GS6 Registration Hold:** Student must submit a completed and signed GS6.
3. **Changing the Effective GS6 Registration Hold Date:** Students unable to submit a GS6 must provide a memo from their advisor or department head requesting that the GS6 Registration Hold be moved to allow the student to register. Advisors or department heads must provide written justification for the request as well as a timeline of when the student will submit his/her GS6. All requests are reviewed by the Dean of the Graduate School on a case-by-case basis.

Scholastic Standards Registration Hold:

1. All admitted graduate students must remain in good academic standing. Students with grade point averages below the acceptable minimum will be placed on probation or in not good standing. If the GPA remains below 3.0, the student will be dismissed and a Scholastic Standards Registration Hold will be placed. The complete policy is listed in Section E.1.3 of the *Graduate and Professional Bulletin*.)
2. **Removing a Scholastic Standards Registration Hold:** Students who have been dismissed will need to be “reinstated”. The academic department will petition for “reinstatement” by sending a memo to the Dean of the Graduate School providing evidence that the student will/can successfully complete the graduate program. The department should also develop a plan, which details registration requirements in order to raise the GPA to at least 3.0. All requests are reviewed and approved by the Dean of the Graduate School on a case-by-case basis.

Inactive – Not Registered Registration Hold:

1. When students are not registered for more than one semester, this hold is placed on their registration. In order to have the hold removed, the students will need to submit a GS1B Graduate Application for Readmission and \$150.00 non-refundable processing fee. Please review the GS1B Graduate Application for Readmission section of the Manual found on page nine for instructions.
2. When students are not registered for the current semester, but were registered for the last semester, this hold is placed on their registration. In order to have the hold removed, the students will need to submit a Late Registration Request, which they can obtain from their department. The department can download this form in ARIESweb – ARIES A-Z – L – Late Registration Request.

Graduated – Must Reapply Registration Hold:

1. Students who complete a degree program and wish to complete additional coursework or another degree are allowed to register for one additional semester after the degree has been awarded. In order to continue to register they need to fill out a GS7 Request for Change of Department and/or Degree Program or enroll as a GUEST or Continuing Education student.

GS6 PROGRAM OF STUDY

PREPARED BY: Student, Advisor and Department

SUBMITTED TO: Graduate School

DETAILS: The GS6 form records the courses and other requirements for a graduate student's degree and formally identifies the members of the student's advisory committee. The Graduate School reviews each GS6 as it is received and determines whether the courses and committee listed conform to University policy. That is, an early graduation check is performed. Discrepancies are reported to the student and department on the GS6A Discrepancies of GS6 so that they may be corrected (Section E.1.2 of the *Graduate and Professional Bulletin*).

Subsequent course changes to the GS6 **after** it has been approved by the Graduate School are made at the time of application for graduation on the GS25 Application for Graduation. Changes should be made with care since no additional comprehensive checks are made until the time of graduation. **O n c e** courses are taken and graded (Incomplete is considered a grade) they cannot be removed from the GS6.

Changes to the student's advisory committee **after** the GS6 has been approved by the Graduate School are made on the GS9A Petition for Committee Member Changes.

How to Process the Form:

- It is recommended that the student review the Electronic GS6 Program of Study (eGS6) Instructions and fill out the GS6 Program of Study Worksheet with his/her advisor prior to filling out the eGS6. The student will access the eGS6 form via his/her RAMweb account by clicking on the "Complete my GS6 Program of Study" link under the Graduate Students section.
- Once the student enters his/her information, the student will be able to review it and submit the form electronically. The student's GS6 form will then be available for printing and a copy will be sent to the student via the e-mail address that is listed for the student in his/her RAMweb account.
- After the student prints his/her GS6, the student will need to write any transfer credit information and/or master's degree information (if applicable), sign the form, and obtain the signatures of his/her advisor, co-advisor (if applicable), and department head and then submit the GS6 to the Graduate School for final processing.
- Once the GS6 is approved, the Graduate School will notify the student and department via e-mail and will record the GS6 as approved in the student's record in the Graduate Degree Plan.

University Credit Requirements (Sections E.1.6, E.1.7, E.2, E.3, and E.4 of the *Graduate and Professional Bulletin*):

- Master's Degrees
- Master of Fine Arts Degrees
- Ph.D. Degree
- Credit for Graduate Courses Taken at CSU Prior to Admission to a Graduate Program
- Transfer of Graduate Credit From Other Institutions

Graduate Advisor and Committee Makeup Requirements (Section E.1.1 of the Graduate and Professional Bulletin):

- Graduate Advisor and Committee Makeup

Web Addresses for the GS6 Program of Study:

- GS6 Program of Study Worksheet and Electronic GS6 Program of Study (eGS6) Instructions: <http://www.graduateschool.colostate.edu/documents/GS6-Worksheet-and-eGS6-Instructions.pdf>
- Electronic GS6 Program of Study (eGS6) Instructions: <http://graduateschool.colostate.edu/faculty-staff/forms/eGS6-instructions.aspx>
- University Credit Requirements: <http://www.graduateschool.colostate.edu/faculty-staff/faculty-and-staff-resources/credit-requirements/index.aspx>
- Graduate Advisor and Committee Makeup: <http://www.graduateschool.colostate.edu/faculty-staff/committee.aspx>
- Forms Page: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

GS6A DISCREPANCIES OF GS6

PREPARED BY: Graduate School

SUBMITTED TO: Department

DETAILS: The GS6A is used to notify the department that the GS6 Program of Study shows discrepancies that need to be corrected before approval. The GS6A will provide details as to why the GS6 could not be processed (in some cases a GS6 Program of Study Registration Hold will be placed until the corrected GS6 form is resubmitted to the Graduate School). Once corrections are made by the student/department, the GS6 is resubmitted to the Graduate School for reprocessing.

GS9A PETITION FOR COMMITTEE MEMBER CHANGES

PREPARED BY: Student and Department

SUBMITTED TO: Graduate School

DETAILS: The GS9A is used to make permanent changes to a student's committee after the committee has been formalized with an approved GS6 Program of Study (Section E.1.1 of the *Graduate and Professional Bulletin*).

How to Process the Form:

- The student downloads and prints the GS9A and GS9A Instruction Sheet and completes the form.
- The student obtains the signatures of those members being removed from his/her committee, the CSU ID of those members being added to his/her committee, the signature of a new advisor or co-advisor being added to his/her committee (if applicable), and obtains the signatures of his/her advisor and department head.
- Once the GS9A is completed and signed, the form is submitted to the Graduate School for final processing.
- Once the GS9A is approved, the Graduate School will notify the student and department via e-mail.

Graduate Advisor and Committee Makeup Requirements (Section E.1.1 of the *Graduate and Professional Bulletin*):

- Graduate Advisor and Committee Makeup

Web Addresses for the GS9A Petition for Committee Member Changes:

- GS9A: <http://www.graduateschool.colostate.edu/documents/GS9A.pdf>
- GS9A Instruction Sheet: <http://www.graduateschool.colostate.edu/documents/GS9A-Instructions.pdf>
- Graduate Advisor and Committee Makeup: <http://www.graduateschool.colostate.edu/faculty-staff/committee.aspx>
- Forms Page: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

GS14 REPORT OF DEPARTMENT EXAMINATION

PREPARED BY: Department

SUBMITTED TO: Graduate School

DETAILS: The GS14 is used to record the results of a student's departmental examination. This service is provided for those departments who wish to establish a more complete and formal indication of student completion of departmental degree requirements.

How to Process the Form:

- The department downloads and prints the GS14, schedules the exam, and prepares the form for signatures.
- The GS14 is submitted to the Graduate School for placement in the student's file.

Web Addresses for the GS14 Report of Department Examination:

- GS14: <http://www.graduateschool.colostate.edu/documents/GS14.pdf>
- Forms Page: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

GS16 REPORT OF PRELIMINARY EXAMINATION FOR THE PH.D. DEGREE

PREPARED BY: Student and Department

SUBMITTED TO: Graduate School

DETAILS: The GS16 notifies the Graduate School of the results of the student's Ph.D. preliminary examination (Section E.4.4 of the *Graduate and Professional Bulletin*).

How to Process the Form:

- The student downloads and prints the GS16, and completes the top portion of the form.
- The student takes the GS16 to his/her preliminary examination.
- The members of the student's committee sign the GS16 either as a pass or fail; if the preliminary examination is failed, the appropriate section at the bottom of the form must be completed.
- The student obtains the department head's signature on the form.
- The student submits the GS16 to the Graduate School within two working days after the results of the examination are known.
- The Graduate School records the results of the examination and notifies the student and department via e-mail.

Schedule for the Ph.D. Preliminary Examination:

- Schedule

Special Procedures for the GS16 Report of Preliminary Examination for the Ph.D. Degree:

- If a member of the student's committee participates in the examination via teleconference/videoconference/Skype, etc., or
- If a member of the student's committee cannot participate in the examination.

Web Addresses for the GS16 Report of Preliminary Examination for the Ph.D. Degree:

- GS16: <http://www.graduateschool.colostate.edu/documents/GS16.pdf>
- GS16 Schedule: <http://www.graduateschool.colostate.edu/documents/Preliminary-Exam-Schedule.pdf>
- GS16 Procedures: <http://www.graduateschool.colostate.edu/documents/GS16-and-GS24-Procedures.pdf>
- Forms Page: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

EX102 REQUEST TO TAKE A COURSE UNDER THE EXCHANGE AGREEMENT BETWEEN THE STATE SUPPORTED INSTITUTIONS IN NORTHERN COLORADO

PREPARED BY: Student

SUBMITTED TO: Graduate School for signature and then Registrar's Office

DETAILS: Colorado State University in cooperation with Colorado School of Mines, University of Northern Colorado, and University of Colorado provide tuition-free instruction through a reciprocal agreement for full time registrants. (Section E.1.8 of the *Graduate and Professional Bulletin*).

How to Process the Form:

1. Student obtains the form from the Registrar's Office and completes the entire form.
<http://registrar.colostate.edu/students/registration/aimsexchange.aspx>
2. Host instructor signature is required to show space is available.
3. Student takes the form to his/her department for approval.
4. Student takes the form to the Graduate School for approval.
5. Registrar's Office sends the form to the visiting institution.
6. When the course(s) has been completed, the visiting institution will enter a grade and return the form to the CSU Registrar's Office for recording the grade.

SECTION IV:

GRADUATION FORMS

GS FORM	FORM TITLE	PREPARED BY	SUBMITTED TO	FUNCTION	DUE DATE
24	Report of Final Examination Results	Student & Department	Graduate School	Report results of final examination/defense	Within two working days after the results of the examination are known and by the due date on the Graduate School's home page.
25	Application for Graduation	Student & Department	Graduate School	Request clearance to graduate; record course changes to the GS6 Program of Study	See due date on the Graduate School's home page.
	Reapplication for Graduation (this is an online form)	Student	Graduate School	Reapply to graduate if the student applied to graduate (GS25) in a previous term	See due date on the Graduate School's home page.
25B	Departmental Requirements Clearance	Department	Graduate School	Report completion of any departmental requirements	See due date on the Graduate School's home page.
26	Request for Letter of Completion	Student	Graduate School	Request a letter of completion prior to the degree being recorded on the student's official transcripts	Once a student has been cleared for graduation and prior to the degree being recorded on the student's official transcripts
52	Graduation Clearance Response	Department	Graduate School	To clear a student's course discrepancies (if applicable) after the preliminary review for graduation (GS25/Reapplication for Graduation) has been performed	See due date on the Graduate School's home page.
EX102 (from the Registrar's Office)	Request to take a course under the exchange agreement between the state supported institutions in Northern Colorado	Student	Registrar's Office	Request permission to take courses at Colorado School of Mines, University of Colorado or the University of Northern Colorado	Before the last day of drop

	Thesis & Dissertation Submission Form	Student & Department	Graduate School	Indicates the Thesis/Dissertation has been reviewed and approved by the student's committee and department chair and is therefore approved for electronic submission	See due date on the Graduate School's home page.
	Survey of Earned Doctorates and Certificate of Completion	PhD Students	Graduate School	The Survey of Earned Doctorates (SED) is a federal agency survey conducted by NORC for the National Science Foundation which gathers information annually from research graduates.	See due date on the Graduate School's home page.
	ETD Embargo Restriction Request Form	Student and Advisor	Graduate School	Request the delay of public access for a period of time in the event of: examples – publishing, patents, or copyright.	See due date on the Graduate School's home page.
	Electronic Thesis/Dissertation Submission (ETD)	Student	ProQuest/UMI Website	An ETD is an electronic version of the Thesis/Dissertation	See due date on the Graduate School's home page.

GS24 REPORT OF FINAL EXAMINATION RESULTS

PREPARED BY: Student and Department

SUBMITTED TO: Graduate School

DETAILS: The GS24 notifies the Graduate School of the results of the final examination/defense (Sections E.1.11, E.2.2, E.3.2, and E.4.5 of the *Graduate & Professional Bulletin*). The final examination/defense must be held by the deadline of the student's graduating term.

How to Process the Form:

- The student downloads and prints the GS24, and completes the top portion of the form.
- The student takes the GS24 to the examination/defense.
- The members of the student's committee sign the GS24 either as a pass or fail; if the final examination/defense is failed, the appropriate section of the form must be completed. [For those departments that offer a Common Final Exam – the student and/or advisor obtains the signature of the Chair of the examining committee.]
- The student submits the GS24 to the Graduate School within two working days after the results of the examination are known, and no later than the deadline of the student's graduating term.
- The Graduate School records the results of the examination in the student's record in the Graduate Degree Plan.

Special Procedures for the GS24 Report of Final Examination Results:

- If a member of the student's committee participates in the examination via teleconference/videoconference/Skype, etc., or
- If a member of the student's committee cannot participate in the examination.

Web Addresses for the GS24 Report of Final Examination Results:

- GS24: <http://www.graduateschool.colostate.edu/documents/GS24.pdf>
- GS24 Procedures: <http://www.graduateschool.colostate.edu/documents/GS16-and-GS24-Procedures.pdf>
- Forms Page: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

GS25 APPLICATION FOR GRADUATION

PREPARED BY: Student and Department

SUBMITTED TO: Graduate School

DETAILS: The GS25 Application for Graduation is used to record a student's intent to graduate. The Graduate School reviews each GS25 and reconciles it with the student's approved GS6 Program of Study to determine whether the courses recorded have been completed and conform to University policy. Any course changes made to the student's initial GS6 Program of Study are recorded on the GS25 (Section E.8.1 of the *Graduate & Professional Bulletin*). A student must submit a GS25 by the deadline of the student's graduating term.

Certain departments have formally approved specializations (Section B.2 of the *Graduate & Professional Bulletin*). Students graduating from one of these specializations may have this specialization recorded on their transcripts. In such cases, the program and specialization codes need to record the Specialization Code on the GS25.

Additional information regarding the GS25 can be found on the GS25 Instruction Sheet.

How to Process the Form:

- The student obtains a copy of his/her approved GS6 Program of Study, which can be accessed by the student logging into his/her RAMweb account, clicking on the "My Graduate Degree Plan" link under the Graduate Students section, clicking on the appropriate program, and clicking on the "program of study (GS6)" link.
- The student obtains a copy of his/her CSU unofficial transcript, which can be accessed by the student logging into his/her RAMweb account.
- The student downloads and prints the GS25 and GS25 Instruction Sheet. The student meets with his/her advisor/committee and completes the form.
- The student obtains the required signatures, and submits the form to the Graduate School by the deadline of the student's graduating term for final processing.
- After the Graduate School performs the preliminary review for graduation, discrepancies (if applicable) are recorded in the student's record in the Graduate Degree Plan, and the student and department are notified via e-mail.

Web Addresses for the GS25 Application for Graduation:

- GS25: <http://www.graduateschool.colostate.edu/documents/GS25.pdf>
- GS25 Instruction Sheet: <http://graduateschool.colostate.edu/documents/GS25-Instructions.pdf>
- Program and Specialization Codes: <http://graduateschool.colostate.edu/documents/Program-Codes.pdf>
- Forms Page: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

REAPPLICATION FOR GRADUATION

PREPARED BY: Student

SUBMITTED TO: Graduate School

DETAILS: The Reapplication for Graduation is an online form that a student completes if he/she applied to graduate in a previous term and needs to update to a future term. If the student did not previously apply to graduate, the student will need to submit the GS25 Application for Graduation. A student must submit a Reapplication for Graduation by the deadline of the student's updated graduating term.

How to Process the Form:

- The student accesses the Reapplication for Graduation and completes the form.
- The student submits the form electronically to the Graduate School for final processing.
- After the Graduate School performs the preliminary review for graduation, discrepancies (if applicable) are recorded in the student's record in the Graduate Degree Plan, and the student and department are notified via e-mail.

Web Addresses for the Reapplication for Graduation:

- Reapplication for Graduation: <http://graduateschool.colostate.edu/graduation-reapplication/index.aspx>
- Forms Page: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

GS25B DEPARTMENTAL REQUIREMENTS CLEARANCE

PREPARED BY: Department

SUBMITTED TO: Graduate School

DETAILS: The GS25B is used to confirm that a student has completed all departmental requirements that are indicated on his/her GS25 Application for Graduation (Section E.8.1 of the *Graduate and Professional Bulletin*). A department must submit a GS25B by the deadline of the student's graduating term.

How to Process the Form:

- Once the student completes all of his/her departmental requirements (as indicated in Section 4 on the student's GS25), the student's department downloads and prints the GS25B, and completes the form.
- The department obtains the department head's signature.
- The department submits the GS25B to the Graduate School for final processing.
- The Graduate School records the completion of departmental requirements in the student's record in the Graduate Degree Plan.

Web Addresses for the GS25B Departmental Requirements Clearance:

- GS25B: <http://www.graduateschool.colostate.edu/documents/GS25B.pdf>
- Forms Page: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

GS26 REQUEST FOR LETTER OF COMPLETION

PREPARED BY: Student

SUBMITTED TO: Graduate School

DETAILS: The GS26 is used to request a letter certifying the completion of degree requirements prior to the degree being recorded on the student's official transcripts. A letter of completion may be issued to a student who has completed all of his/her degree requirements, including the posting of grades. Letters will be issued until the degree is recorded on the student's official transcripts.

How to Process the Form:

- Once all of the student's requirements are cleared, the student downloads and prints the GS26, and completes the form. **Note:** The letter must be addressed to an identified person/place (employer, school, sponsor, etc.); it cannot be addressed "To Whom It May Concern".
- The student submits the GS26 to the Graduate School.
- The Graduate School will issue a letter of completion once it has been verified that all degree requirements have been cleared.

Web Addresses for the GS26 Request for Letter of Completion:

- GS26: <http://www.graduateschool.colostate.edu/documents/GS26.pdf>
- Forms Page: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

GS52 GRADUATION CLEARANCE RESPONSE

PREPARED BY: Department

SUBMITTED TO: Graduate School

DETAILS: The GS52 is used to resolve course/credit discrepancies (if applicable) that were not addressed on the student's GS25 Application for Graduation. The department must submit a GS52, or the advisor must submit a memo or e-mail, by the deadline of the student's graduating term.

How to Process the Form:

- The student's advisor downloads and prints the GS52, and completes the form, identifying the appropriate action that should be taken in order to clear the student's course/credit discrepancies.
Note: A memo or e-mail from the student's advisor can also be submitted to resolve the course/credit discrepancies.
- The student's advisor signs the GS52 and submits it to the Graduate School for final processing.
- The Graduate School records the resolution of the course discrepancies in the student's record in the Graduate Degree Plan.

Web Addresses for the GS52 Graduation Clearance Response:

- GS52: <http://www.graduateschool.colostate.edu/documents/GS52.pdf>
- Forms Page: <http://www.graduateschool.colostate.edu/faculty-staff/forms/index.aspx>

THESIS AND DISSERTATION SUBMISSION FORM

PREPARED BY: Student & Department

SUBMITTED TO: Graduate School

DETAILS: The Thesis/Dissertation Submission Form is submitted to show the student's committee approved the Thesis/Dissertation for electronic submission. The submission form is submitted before the electronic submission of the Thesis or Dissertation to ProQuest/UMI. This form needs to be submitted by the deadline of the student's graduating term.

How to Process the Form:

- The student downloads and prints the Thesis/Dissertation Submission Form and completes the top portion of the form.
- The members of the student's committee and department chair sign the Thesis/Dissertation Submission Form after the final thesis/dissertation has been reviewed and approved by his/her committee.
- The student submits the Thesis/ Dissertation submission form to the Graduate School by the published deadline of his/her graduating term (Note: PhD students must also submit the Survey of Earned Doctorates Certificate of Completion with this form.)
- The Graduate School records the receipt of the Thesis/Dissertation submission form as "Pending Electronic Submission" in the student's record in the Graduate Degree Plan.
- The student submits his/her thesis/dissertation electronically to ProQuest/UMI through the Libraries website by the published deadline of the student's graduating term with no needed corrections.

Website Addresses for the Thesis & Dissertation Submission Form:

- Thesis & Dissertation Submission Form: <http://graduateschool.colostate.edu/documents/Thesis-Dissertation-Submission-Form.pdf>
- Thesis & Dissertation: <http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx>
- Library Website: <http://lib.colostate.edu/etd/thesis-submission-procedures>

SURVEY OF EARNED DOCTORATES (SED)

PREPARED BY: Student

SUBMITTED TO: SED Questionnaire – Submitted to SED online
“Certificate of Completion” - Submitted to Graduate School

DETAILS: PhD students complete the Survey of Earned Doctorates online and print out the “Certificate of Completion” after the survey is submitted. The student will submit the “Certificate of Completion” to the Graduate School along with the Thesis/Dissertation Submission form.

How to Process the Form:

- The student completes the SED Survey online.
- The student will print the “Certificate of Completion” and turn in with the Thesis/Dissertation Submission form to the Graduate School by the published deadline of your graduating term.
- The student submits the “Certificate of Completion” to the Graduate School. The Graduate School records the receipt of the “Certificate of Completion” as “Pending Electronic Submission” in the student’s record on the Graduate Degree Plan.

Website Addresses for the Survey of Earned Doctorates Form:

- Survey of Earned Doctorates: <https://sed.norc.org/doctorate/showRegister.do>
- Thesis and Dissertation: <http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx>

ETD EMBARGO RESTRICTION REQUEST FORM

PREPARED BY: Student and Advisor

SUBMITTED TO: Graduate School

DETAILS: An ETD Embargo Restriction Request Form is submitted to request a delay of public release of the Thesis/Dissertation for a set period of time.

How to Process the Form:

- The student fills out the ETD Embargo Restriction Request Form , including the Thesis/Dissertation title and the reason for the embargo request.
- The student signs the form.
- The student's advisor signs the form.
- The student submits the ETD Embargo Restriction Request Form along with your Thesis/Dissertation Submission Form to the Graduate School Office. The ETD Embargo Restriction Request Form will be reviewed by the Dean of the Graduate School.
- The student submits this form to the Graduate School by the published deadline of your graduating term.

Website Addresses for the ETD Embargo Restriction Request Form:

- ETD Embargo Restriction Request Form: <http://graduateschool.colostate.edu/documents/Embargo-Form.pdf>
- Thesis and Dissertation: <http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx>

ELECTRONIC THESIS AND DISSERTATION SUBMISSION (ETD)

PREPARED BY: Student

SUBMITTED TO: ProQuest/UMI electronically through the Colorado State University Libraries Electronic ETD submission website.

DETAILS: All Theses and Dissertations are now submitted electronically to ProQuest/UMI. The student's work will be available through ProQuest/UMI digital data base and the CSU digital repository.

How to Process the Form:

- The student will electronically submit the Thesis/ Dissertation to ProQuest/UMI through the (ETD) submission website
- The student will follow the step-by-step instructions for the electronic submission process. The student electronically submits the Thesis/Dissertation to the Graduate School by the published deadline of the graduating term.
- The Graduate School checks that the ETD meets Graduate School standards. Notification is sent to the student of any needed corrections and /or submission acceptance. Once approved, the thesis or dissertation will be archived, stored, and made available via the CSU Digital Repository

Website Addresses for the Electronic Thesis\Dissertation (ETD):

- Colorado State University Libraries Electronic Submission Website: <http://lib.colostate.edu/etd>
- Thesis and Dissertation: <http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx>
- Thesis and Dissertation Formatting Guide: <http://graduateschool.colostate.edu/documents/eTD-Formatting-Guide.pdf>
- Master's Thesis Title Sample Page: <http://graduateschool.colostate.edu/documents/Thesis-Title-Page-Sample.pdf>
- Dissertation Title Sample Page: <http://graduateschool.colostate.edu/documents/Dissertation-Title-Page-Sample.pdf>
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