



MASTER'S DEGREE PROGRESS CHECKLIST

Pre-Candidacy (Early and mid-way through your degree program)	
	<p>Coursework Requirements</p> <ul style="list-style-type: none"> • Work with your graduate program to understand the program-specific coursework requirements for your degree and to track completion. (Review Graduate School minimum requirements.)
	Notes:
	<p>If applicable, submit a Transfer of Credit request</p> <ul style="list-style-type: none"> • Submit after completion of six credit hours with a GPA of 3.0 or higher. • Review transfer of credit minimum standards and discuss course content and specific degree requirements with your program.
	<p>If applicable, declare Master's Thesis Plan</p> <ul style="list-style-type: none"> • If you are on the written thesis degree track, submit a Master's Thesis Plan form. (Form is not applicable to creative thesis, project, music thesis project, portfolio, or other culminating activities)

Graduation Requirements for Semester of Degree Award	
Non-written Thesis students	
	Apply to graduate in Buff Portal by posted deadline for the semester.
	Submit Candidacy Application by posted deadline for the semester.
	<p>If applicable to your degree plan, conduct Final Exam by posted deadline for the semester. (Consult you unit with any questions regarding the exam and your degree plan).</p> <ul style="list-style-type: none"> • Submit Master's Final Exam Form at least 2 weeks prior to exam date. • Be sure you are registered during the semester of the exam.

	Ensure that grades for incompletes and thesis hours have been submitted by your program = by the posted deadline for the semester.
	Update diploma name and address and review information for commencement celebrations, transcripts, and diplomas.

Graduation Requirements for Semester of Degree Award	
Written Thesis Plan students	
	Apply to graduate in your Buff Portal by posted deadline for the semester.
	Submit Candidacy Application by posted deadline for the semester.
	Conduct Thesis Defense by posted deadline for the semester. <ul style="list-style-type: none"> • Submit Master's Final Exam Form at least 2 weeks prior to exam date. • Be sure you are registered during the semester of the exam.
	Submit Thesis to ProQuest for publication posted deadline for the semester. <ul style="list-style-type: none"> • Prior to the deadline, you may submit your dissertation for a pre-check of formatting to gradinfo@colorado.edu. • Submit thesis along with Thesis Approval Form (as a single-page supplemental file).
	Ensure that grades for incompletes and thesis hours have been submitted by your program by the posted deadline for the semester.
	Update diploma name and address and review information for commencement celebrations, transcripts, and diplomas.