

2022







Candidacy for Advanced Degree Form & Workflow

DEPARTMENT ADMINISTRATION GUIDE
CINDI LEE

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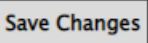


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Quick Reference for Department Admins

	<p>1. The department admin will receive an email notification to the general graduate e-mail account indicating that a student has submitted the Candidacy for Advanced Degree form.</p>
	<p>2. Open OnBase:</p> <ul style="list-style-type: none"> • https://dm.prod.cu.edu – Production site <p>3. Navigate to Workflow ( → Workflow → Open Workflow).</p> <p>4. Navigate to the “B - REG - [Department]” life cycle. <i>See the “</i></p> <p>5. <i>OnBase Web Client” section for navigation details.</i></p> <p>6. Open the “B - REG - Candidacy - [Department] – Candidacy [Master’s Doctoral]” queue.</p>
	<p>7. Review the form.</p>
 Approved  Denied	<p>8. Approve or Deny the form in the queue.</p>
	<p>9. The form will be removed from the department life cycle and sent to the Graduate School for review.</p>

Process Summary

This section is a summary of the Candidacy for Advanced Degree form submission and workflow process from start to finish.

	<p>The student will submit the electronic form.</p> <p> This form applies to a single degree. Students with multiple degrees will have to submit multiple forms, one for each degree.</p>
	<p>The form will enter the Candidacy for Advanced Degree workflow life cycle.</p>
	<p>The workflow will send a confirmation email to the student acknowledging receipt of the form.</p>
	<p>The form will enter the department life cycle.</p>
	<p>The workflow will send a notification email to the department notifying them that a new request is awaiting their approval in the department Candidacy “Master’s” or “Doctoral” queue.</p>
 	<p>The department admin will review the form settings for the selected degree, and the class lists to determine the applicability of each class toward the student’s degree.</p> <ul style="list-style-type: none"> • Share with advisors or program leadership if necessary • Adjust the “Applicability” of each class as needed • Enter comments for each class as appropriate • Enter comments for the student and/or the graduate school in the Department section as appropriate <p>Click the Save Changes button to save any comments or adjustments.</p>
	<p>When you’ve completed the review and adjustments, click the Approved or Denied button in the workflow.</p>
 Approved  Denied	<p>Whether the form is Approved or Denied, the form’s approval status will be updated and the form is removed from the department life cycle.</p> <p>The form will move forward in the workflow within the Graduate School’s Candidacy for Advanced Degree life cycle.</p>

Candidacy Application for Advanced Degree- General Information

A student who wishes to be awarded a graduate degree must become a candidate for degree by applying with the application for admission to candidacy form (CA). Master’s students must file the form no later than the posted graduation deadline during the semester in which they plan to have their degree conferred. Doctoral students must file the form when the comprehensive exam has been passed. The graduate program must review to certify that the program outlined in the application meets the degree requirements.

Student Completion of Form

Students will access the form from a link on the Graduate School website, where student facing instructions and comprehensive screenshots are also available. See that document for a view of the form to help advise your students. See also the “form review” section below to understand the different sections of the form and which courses will appear in each.

When a student initiates the form with their identikey, their program(s) and classes will be displayed. Students with more than one program must select one program for the CA being filled out. Remember that students must fill out a candidacy application for each degree being earned. Doctoral students earning a master’s degree along the way will (eventually) complete one form for each degree. Dual degree students should complete one form for each degree in the semester both degrees will be earned simultaneously. (For those students pursuing dual degrees where MBA or Law is the second degree, they will fill out the candidacy application for their Graduate School degree only, and complete any processes required by their other program separately).

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

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

Students with just one degree will not need to select their program. After selecting the program if necessary, students will select whether they are completing a BAM, Dual, or other type of program. This may provide them with specialized instructions below.

Master’s students should select whether they are thesis plan or non-thesis plan. Non-thesis students should select “final exam” or “non-final exam, coursework only” depending upon whether their program

requires a final exam for ALL *non-thesis* students. Please advise your students if they are unclear as to which selection applies to them.

Select one if applicable:

Bachelor's Accelerated Master's / Concurrent Dual Master's Degree

Degree Plan *

Plan I (Written thesis with defense)

Plan II (Non-thesis with final exam)

Plan II (Non-thesis, no exam, degree plan)

Plan II (Creative thesis or project with defense/final exam)

Students will then review the courses displayed to them in the “CU Boulder class list,” “Transfer of Credit class list” (or “BAM/Transfer class list” as applicable), and the “Thesis/Dissertation hour class list.” Courses will appear in those sections based upon a set of standards. See the “form review” section for a detailed description of the courses to appear in each and the standards which will be applied to pull those courses from the student’s record.

Each course can be set to be “applicable toward selected degree” or “not applicable toward selected degree”, and the default selection is “applicable”. Students must review their list of courses and for any which are NOT applicable toward the degree, change the selection to “not applicable”.

Semester	Course Code	Course	Credits	Grade	Applicability
Fall 2016	NRSC 5100	Intro to Neuroscience I	5	A	<input type="radio"/> Applicable toward selected degree <input checked="" type="radio"/> Not applicable toward selected degree
					NOT APPLICABLE TOWARD SELECTED DEGREE

It is essential that students completing dual degrees, or more than one degree outside of a dual degree program, carefully make these selections so that the appropriate courses remain “applicable” on each candidacy application. If you participate in a dual degree program, please review these forms carefully in consultation with the other unit.

The “planned courses/courses approved by exception” course list is intended for courses that the student plans to take and other courses that were approved to apply toward the degree but do not appear in any of the other class lists (e.g. a 4000 level course which was approved for use toward a master’s degree). BAM students in particular must add any 4000 level courses approved for double counting toward their degree. To add courses in this section, click the “add” button and type in the information.

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

Form Submission and Workflow

Upon completion of the form the student should select “submit” and will receive a brief confirmation of submission. The graduate program will receive a notification e-mail to the general graduate e-mail account. The program should review the forms as explained below. Upon approval by the program, the form will be directed to the Graduate School. The program and the Graduate School will work together to address issues or updates, as discussed below.

Accessing OnBase


UIS has provided multiple ways to access OnBase within the university. This document discusses two of these access methods.

- CU Resources
 - Log in to CU Resources with your Identikey and password.
 - Select Business Tools / OnBase DM from the menu.
 - This option opens the OnBase Web Client within CU Resources.
- OnBase Web Client
 - You can access the OnBase Web Client via a URL, without going through CU Resources.
 - <https://dm.prod.cu.edu> – Production site
 - This will prompt you to log in with your Identikey and password, and then open the OnBase web client in your browser.

Two additional options, OnBase Unity Client and Microsoft Outlook Add-in, require software installed on your computer and an OnBase user name and password. If you would like to have one or both of these installed, send an email to RegHelp@colorado.edu requesting your OnBase login and software install.

OnBase Web Client

The OnBase Web Client is the default interface for OnBase. This document will cover the workflow option only.

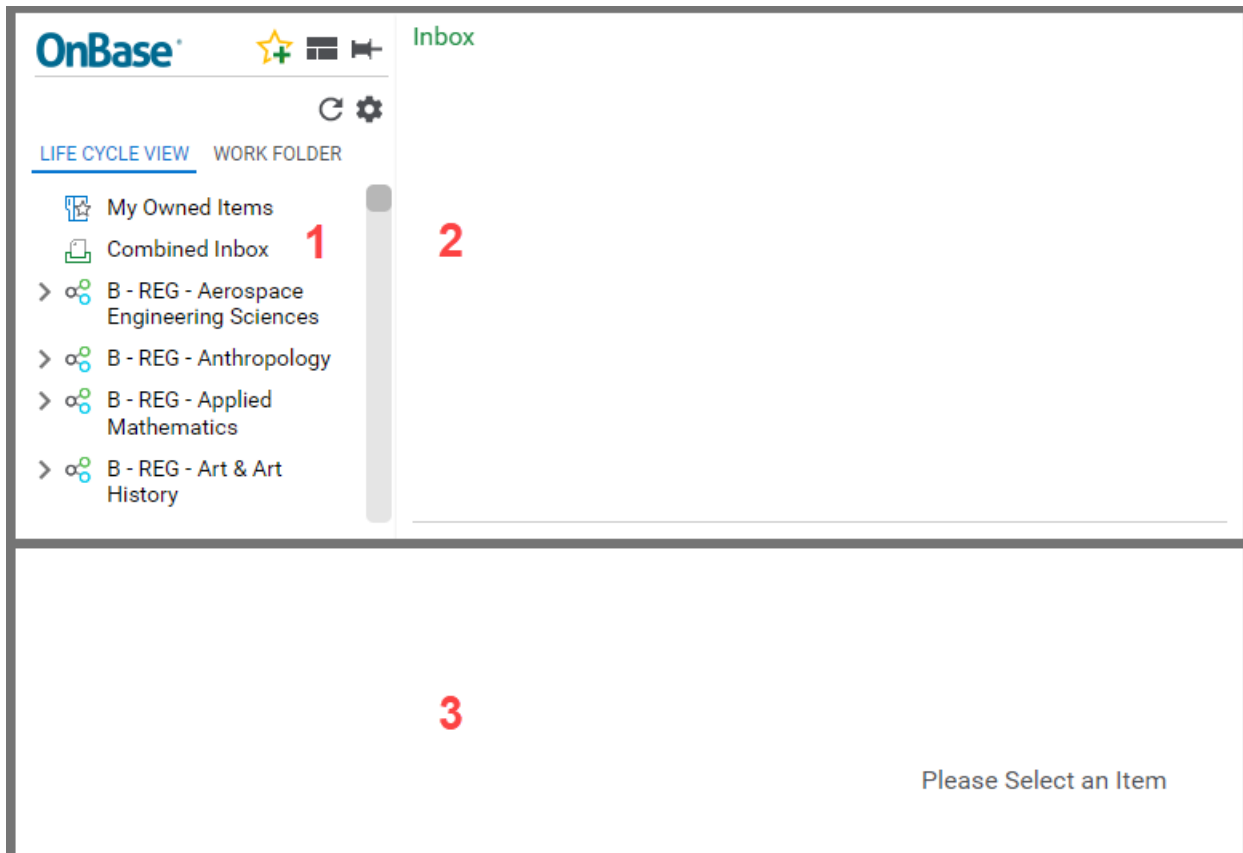
- Select the menu icon  in the upper left corner of the OnBase Web Client to see the menu options.
- Locate the **Workflow** header and select **Open Workflow**.

WORKFLOW

Open Workflow

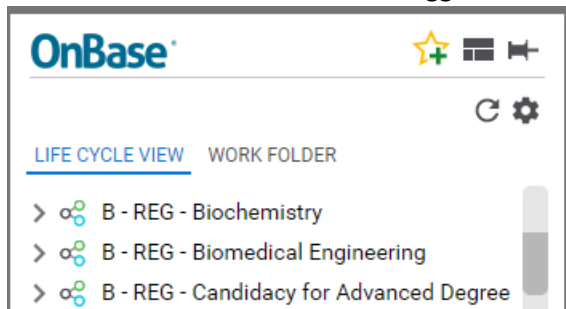
If you don't see this option send an email to RegHelp@colorado.edu and request workflow access.

- A new window will open with three panes: 1. Navigation pane, 2. List pane, 3. Display pane.
- The navigation pane has two tabs, LIFE CYCLE VIEW and WORK FOLDER.



With “LIFE CYCLE VIEW” selected in the navigation pane, you should see a list of life cycles to which you have access.

This list will be different for each logged in user according to their assigned permissions.







The B – REG – Candidacy for Advanced Degree life cycle is the main workflow life cycle for Candidacy form submissions.

Department admins will work in the life cycle named for their department: Biochemistry, Biomedical Engineering , etc.

Department Life Cycle

The department life cycles are shared with multiple forms, and will have similar queues (folders).

Select the life cycle and then click the arrowhead next to the life cycle to show the queues.

- ▼  **B - REG - Linguistics**
 -  B - REG - BAM LING - InBox (3)
 -  B - REG - BAM LING - Review (0)
 -  B - REG - BAM LING - Denied (0)
 -  B - REG - BAM LING - Supplement - UGRD (0)
 -  B - REG - BAM LING - Supplement - GRAD (3)
 -  B - REG - LING - Candidacy Master's (1)
 -  B - REG - LING - Candidacy Doctoral (0)
 -  B - REG - LING - LOA (0)

In this example, Linguistics has a BAM program, so there are queues for the BAM Intent and BAM Supplement forms. The LOA queue is for graduate level Leave of Absence forms. The Candidacy Master's and Candidacy Doctoral queues are for the Candidacy for Advanced Degree forms.

The number next to each queue indicates the number of forms in that queue. In this example, there are 3 BAM Intent forms in the InBox queue, 3 BAM Supplement forms in the GRAD approval queue, and 1 Candidacy form for a Master's program.

This next example shows the queues for a department without a BAM program.

- ▼  **B - REG - Media, Communication & Information**
 -  B - REG - CMCI - Inbox (0)
 -  B - REG - CMCI - Candidacy Master's (0)
 -  B - REG - CMCI - Candidacy Doctoral (1)
 -  B - REG - CMCI - LOA (0)
 -  B - REG - CMCI - Approved (0)
 -  B - REG - CMCI - Denied (0)

Form Review

To review a form, select the form in the queue. The form will open in the display pane.

The screenshot shows the OnBase interface. On the left is a navigation pane with a tree view under 'LIFE CYCLE VIEW' and 'WORK FOLDER'. The main area is an 'Inbox' with a table of items. One item is selected, showing details for a student named SEAN, a MASTER'S degree, and the MAJOR Mechanical Engineering. Below the inbox, the 'Student Information' tab is active, displaying fields for Student ID, First Name, Last Name, and Email Address. The 'Degree' tab is also active, showing fields for Major (Mechanical Engineering), Status (Active), Plan Code (MCEN-MSME), and Subplan (C-MCENP). At the bottom, there is a '0 Note(s)' section.

Review the form details in the display pane, verifying the selections for the degree.

The screenshot shows the form details in the display pane. It includes a section for 'Select one if applicable:' with two radio button options: Bachelor's Accelerated Master's / Concurrent and Dual Master's Degree. Below this is a paragraph of text explaining that BAM students may use a limited number of credits taken while at undergraduate status toward the graduate degree. The 'Degree Plan' section has four radio button options: Plan I (Written thesis with defense), Plan II (Non-thesis with final exam), Plan II (Non-thesis, no exam, degree plan), and Plan II (Creative thesis or project with defense/final exam). There is a text input field below the degree plan options. At the bottom, there is a question: 'Does your research involve human subjects or the use of animals?' with two radio button options: Yes and No.

Review the class lists for applicability towards the selected degree. There are 3 main class lists and one write-in class list. With the exception of the write-in classes, all course information is auto-populated from Campus Solutions. When filling in the form, the student has the option to add notes and change the applicability setting for each individual class.

During the department review process, the department admin should verify that the course is applicable toward the selected degree, and adjust the applicability setting if necessary, adding notes to the Notes box as appropriate.

Classes which were dropped (grade of W) taken for no credit, taken P/F or S/U, and those that do not meet the minimum grade requirements (B- or higher for doctoral programs, C or higher for master's programs) will not be added to the class lists. Courses taken at the undergraduate level will not appear.

CU Boulder Classes

These are graduate level classes taken at CU Boulder after admission to a graduate program. If the class was used for grade replacement, that information will be displayed next to the grading basis.

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				Remove
			LTR				
Updates							

Transfer Courses

Transfer courses include courses transferred from other universities that have been approved toward the degree, graduate level courses taken while at undergraduate status, and graduate level courses taken as a non-degree student or at other CU campuses. Students should submit transfer of credit requests and await approval before submitting the candidacy application. Transfer of credit from external institutions will not appear on the CA until it has been approved and processed.

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							Add
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		
Institution							Rem
Univ New Mexico							

For students who selected "BAM" above, the list will show courses taken at the graduate level while at undergraduate status, and a special set of instructions will appear.

BAM / Transfer Courses

BAM students may use a limited number of credits taken while at undergraduate status toward the graduate degree, double-counting some of those credits toward both degrees as allowed by the program. Listed below are graduate level courses taken while you were at undergraduate status. Please review the courses and make sure that they match those approved on your BAM supplement form. If any other courses are listed which will not be used toward the master's degree, including courses which were used exclusively toward your undergraduate degree, select "Not applicable toward selected degree."

If your program allows 4000 level courses to be double-counted toward both degrees, you must write those in below in the "Planned Courses/Courses Approved by Exception" section, as they will not automatically appear. Please contact your program if you have questions about which courses should be listed.

If you had any transfer courses approved for use toward the master's degree, or any graduate level courses taken as a non-degree student or at any other CU campus, those will also appear below. Only courses approved by your program to be used toward this degree should remain with "applicable toward selected degree".

Class List							Add
Semester	Course	Course Code	Credits	Grade	Applicability		
Spring 2020	Sp Tp: Mechanical Engineering	MCEN 5228	3	A	<input checked="" type="radio"/> Applicable toward selected degree <input type="radio"/> Not applicable toward selected degree		
Institution							Remove
CUBLD							
Notes			Grading Basis				
			LTR				

Thesis / Dissertation Hours

Thesis or Dissertation hours are included in this class list. When a doctoral program is selected, only doctoral dissertation hours should appear. When master's program is selected, only master's thesis hours should appear. Candidate for degree credits are not applicable toward the degree and should not appear. Music thesis/recital courses (for DMA students) will appear in this list as they share the DIS component type with dissertation hours.

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	<input checked="" type="radio"/> Applicable toward selected degree <input type="radio"/> Not applicable toward selected degree		
Notes							Remove

Planned Courses / Courses Approved by Exception

The write-in course list is intended for courses that the student plans to take and other courses that were approved to apply toward the degree but do not appear in any of the other class lists (e.g. a 4000 level course which was approved for use toward a master's degree). BAM students in particular must add any 4000 level courses approved for double counting toward their degree.

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
Semester *	Year *	Course Prefix and Number *	Course Title *	Credits		
Fall	2020	LING5200	Computational Corpus Ling	3.000000		
Notes						Remove

For BAM students, the WORK FOLDER TAB shows that there is a BAM Supplement form for this student available in OnBase. This form should be carefully reviewed for BAM students; the courses listed in the "BAM/Transfer and/or the "Planned courses" section should mirror the courses which were approved by both the undergraduate and graduate program as applying toward the degree. Work directly with the student and advisors to resolve any discrepancies.

The screenshot shows the OnBase interface. On the left, the 'WORK FOLDER' tab is active, displaying a list of portfolios. The selected portfolio is 'B - REG - BAM Supplement by SID'. Below it, a list of items is shown, including 'B - REG - Enrollment - BAM Supplement' and 'SEAN'. The 'Filter: None' button is visible at the bottom of the list.

On the right, the 'Inbox' section is visible, showing a list of items. The first item is 'SEAN', with columns for 'STUDENT ID', 'LAST NAME', and 'PREFERRED NAME'. Below the list, there are 'Approve' and 'Denied' buttons.



If during your review, you made any edits or added comments, don't forget to save your changes. Edits made in the form will NOT be saved unless you click the Save Changes button, just below the Department section.

Department Review

The form will need to be approved by the department admin with OnBase access. However, it may be shared with faculty advisors, directors of graduate studies, or other appropriate individuals as necessary before approval. If this is required in your program, utilize one of the following methods.

Share via initial e-mail:

The e-mail received when a form is submitted will include an attached file. This e-mail can be forwarded to others as needed for their review. The file could be saved in order to send in a group for review at one time. Upon approval by reviewers, go into OnBase and “approve” as described below.

Generate packet:

Generate a packet to create a pdf version of the application which can be saved, shared, and printed as needed. To generate a packet, right-click on the document in the list and select “Generate Packet” from the context menu.

Note: The Generate Packet dialog window will open as a pop-up window. If this window does not appear, check your pop-up blocker settings and try again. You will want to make sure pop-ups are always allowed from <https://dm.prod.cu.edu>.

Share via “send to” option:

This option is available only if using the OnBase Unity client (not the web client) and is similar to sharing the initial email. With your cursor over an individual CA in the top grid, right click and select “send to” and then “mail recipient as attachment.” Send individually to another individual for review. Upon approval by reviewers, go into OnBase and “approve” as described below.

Department Approval

After completing the form review, the department admin must click either the Approved or Denied button to move it forward in the workflow. The form will remain in the graduate school life cycle, B – REG – Candidacy for Advanced Degree, until the student is awarded their degree.

Approved



The form will be marked approved by the department and the department admin’s name will be recorded in the department approval section. The form will be removed from the department life cycle and advanced for review in the graduate school life cycle.

The graduate school may return the form to the department life cycle at any time for further review.

Denied



The form will be marked denied by the department and the name of the department admin's name will be recorded in the department approval section. The form will be removed from the department life cycle and moved to the denied queue in the graduate school life cycle.

The student will be notified of the denial, including comments entered in the department approval section, and the form will be removed from the candidacy life cycle. Please reach out to the student directly to discuss next steps as far as initiating a new form.

Automatic Updates

Part of the workflow process is to update the candidacy application with certain events as they occur. In the graduate school life cycle, a weekly process will run automatically to retrieve the data and update the form. The updates will include the cumulative GPA, applied to graduate date, degree awarded date, classes, and grades.

Updates made during this weekly process will be saved to the form and will be visible in the form while it is still in the department life cycle. There are 2 ways to identify the updates.

1. Each class in the class lists has a text area labeled “Updates”. The date and time of the last update process will be in this text area, along with any changes made to the class, if any.

Updates
2/28/2022 9:04 AM:

2. The “Change Log” tab at the top of the form contains a log of every update process that was run on that form.

Graduate School Candidacy Application for an Advanced Degree

Student Information **Administration** **Change Log** ←

Updates to Form	
Change Date 02/28/2022 09:04:02 AM	Change Details Update 2/28/2022 9:03 AM
<input type="checkbox"/> Requires Review	
Change Date 02/21/2022 09:02:32 AM	Change Details Update 2/21/2022 9:02 AM
<input type="checkbox"/> Requires Review	

Forms Returned to Program by the Graduate School

The Graduate School may at times return a form to the program for additional review, and if so, a new e-mail will be sent to the general graduate e-mail account requesting further review. The form will appear to be new, but in the department section this box will appear and will contain comments or questions from the Graduate School.

This form has been returned to your program from the Graduate School for additional review.

Review the form again, working with the student and making any required changes and clicking “save changes.” If necessary, include comments in the “Comments to Grad School” section. Remember that these comments are student visible. Approve the form again to send it back to the Graduate School.