

Master's Thesis Plan Form

Upon admission, master's students are set up with non-thesis plan milestones. Students who are pursuing a thesis plan should complete this form in order for their records and milestones to accurately reflect their plan. The form should be submitted as early in the student's career as possible. At the latest, the form must be submitted by the deadline to apply to graduate in the semester in which their degree will be awarded.

Note that thesis plan students register for 4-6 master's thesis hours (9 for CRWR MFA students), conduct a thesis defense of 3 committee members, and submit a written thesis through ProQuest. Students who are pursuing a creative thesis, project, music thesis project, portfolio, or other type of culminating activity are not considered to be thesis plan students, and need not fill out this form.

The landing page includes helpful information for students:

Master's Thesis Plan Information

Students completing a written thesis as part of their Master's degree program must submit this form so that their record can accurately reflect their plan and associated requirements. Students pursuing a thesis plan will also register for Master's thesis hours as appropriate and complete a thesis defense. Work closely with your department to determine the minimum and maximum thesis credit hour requirement for your degree.

The form should be submitted as early as possible in a student's career, and at the latest should submit it by the deadline to apply to graduate for the semester in which the student plans to earn the degree. [Deadlines](#) and [thesis information](#) can be found on the Graduate School's website.

Note that students completing an art practices MFA creative thesis, music thesis project, or dance MFA project do not submit a written thesis and need not complete this form.

Endorsements Needed

The graduate program must endorse the form.

Information Needed

Students will provide their name, CU e-mail address, student ID, and select their program on the landing page. On the form, the student should read and sign the form indicating that their master's degree will include the submission of a written thesis.

Submission & Routing Information

Students will receive notification upon submission, and the Master's thesis plan form will be sent to the graduate program for endorsement. After review by the Graduate School, the student and program will receive notification.

On the landing page, the student will enter their name and colorado.edu e-mail address.

Student Information

First Name *

Last Name *

Colorado.edu e-mail *

Next

After clicking next, the student must select their college and then expand the college with plus symbol to select their graduate program.

Master's Thesis Plan Form


In order to route the form to your graduate program, please select the college where your unit is housed and then your specific graduate program from the list below.

- + College of Arts & Sciences
- + College of Engineering & Applied Science
- + College of Media, Communication & Information
- + College of Music
- + Leeds School of Business
- + Interdisciplinary/Cross-college
- + School of Education

Previous **Submit**

The student will be directed to the form, where the name, program, and e-mail will populate from the landing page. The student should enter their student ID number and sign the form, after reading the information to ensure that the form is appropriate to their degree plan.

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 **Graduate School**
UNIVERSITY OF COLORADO **BOULDER**


Master's Thesis Plan Form

Student Name: Ralphie Buffalo Student ID number: 123456789

Colorado.edu e-mail: ginny.mcnellis@colorado.edu Program Education

The Master's degree plan for the above-named student will include the submission of a written thesis. This degree plan includes registration for master's thesis hours as appropriate and the completion of a master's thesis defense.

Required - Signature Applied

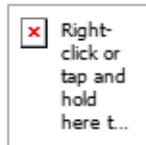
Student Signature  Date 4/19/2022

Graduate Program Approval Signature _____ Date _____

Graduate School _____

Upon submission, the student will receive an e-mail indicating that the form has been submitted and will be reviewed by the graduate program and the Graduate School.

The form will be directed to the general graduate program e-mail address.



Graduate School sent you a document to review and sign.

REVIEW DOCUMENT

Graduate School
graduate.school@Colorado.EDU

PRIVATE MESSAGE

Please review the Master's thesis plan form for the above-named student to ensure that this reflects the correct plan for the student. This plan students must register for thesis hours, complete a thesis defense, and submit a written thesis. Completion of this form will allow for the correct milestones to be added to the student's record to track completion of requirements. Contact the Graduate School should you have any questions.

Education,


Please DocuSign Master's Thesis Plan Form

Thank You, Graduate School

Upon receipt, the Graduate Program Assistant or other appropriate advisor(s) should review the form and the student's record to ensure that they are formally considered a thesis plan student.

- If the student is completing a creative thesis, music thesis project, or other type of culminating activity (project, portfolio, examination, etc.) they are not formally considered to be a thesis plan student. The form should be declined and the graduate program should reach out to the student to discuss the degree plan.
- If the student is completing a written thesis, the program should take this opportunity to review the student's record and registration at this time to ensure that a plan is in place for appropriate registration for thesis credits. The program should click the form to add their approval and then "finish" to route the form.

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UNIVERSITY OF COLORADO BOULDER


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Student Name: Ralphie Buffalo Student ID number: 123456789

Colorado.edu e-mail: ginny.mcnellis@colorado.edu Program Education

The Master's degree plan for the above-named student will include the submission of a written thesis. This degree plan includes registration for master's thesis hours as appropriate and the completion of a master's thesis defense.

Student Signature  Date 4/19/2022


Graduate Program Approval Signature  Date 4/19/2022

Graduate School _____

The form will be directed to the Graduate School for additional review. Upon approval, the form will be added to the student's OnBase record, and the student's milestones will be updated to identify them as a master's thesis plan student. This includes changing the time to degree milestone to reflect the thesis plan, and the addition of the thesis defense and thesis submission milestones.

A final version of the form will be sent via docusign once complete, and the form will be added to the student's OnBase record. Example of completed form:

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 **Graduate School**
UNIVERSITY OF COLORADO **BOULDER**


Master's Thesis Plan Form


Student Name: Ralphie Buffalo Student ID number: 123456789

Colorado.edu e-mail: ginny.mcnellis@colorado.edu Program Education

The Master's degree plan for the above-named student will include the submission of a written thesis. This degree plan includes registration for master's thesis hours as appropriate and the completion of a master's thesis defense.

Student Signature  Ralphie Buffalo Date 4/20/2022

Graduate Program Approval Signature  JMB Date 4/20/2022

Graduate School  GS

If a thesis plan student needs to change their plan to non-thesis in the future, please reach out to the graduate school directly at gradinfo@colorado.edu with the following information:

- Student Name
- SID
- Program
- Program approval of change to non-thesis plan