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). Information and sample screenshots are provided to assist as you complete the form.

- 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 within two weeks of passing the comprehensive examination.

After completion of the form, it will be reviewed by your graduate program and then by the Graduate School. You will receive an e-mail when your form has been approved by the Graduate School.

Instructions for Form Completion

Upon logging in with your identikey, the form will show and your program(s) will display. If you are enrolled in more than one program, you will need to select to which program this form will apply.
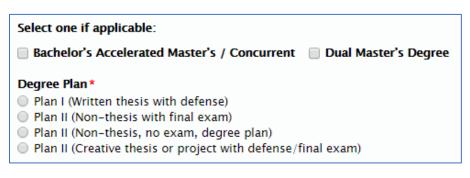
- If you are a dual degree student, you will need to submit a candidacy application for each degree during the semester in which you will earn the two degrees simultaneously.
- If you are earning two degrees separately (including a master's and doctoral level degree), you will need to submit a candidacy application for each degree when it will be earned (potentially in different semesters).
- If the degree you are intending to earn does not appear, please contact your graduate program assistant.

Select the degree to which this form applies.

Major	Status	Plan Code	Subplan	☑ Select
Electrical Engineering	Active	EEEN–ME	ESE	
Major	**Status**	**Plan Code**	**Subplan**	☐ Select
Engineering Management	Active	EMEN–ME	D–EEENEMEN	

Select the degree to which this form applies.

Major	Status	Plan Code	Subplan	☑ Select
Psychology	Active	PSYC–PHD	NRO	
Additional Major				
Neuroscience				
Major	**Status**	**Plan Code**		☐ Select
Psychology	Active	PSYC–MA		

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 selection may provide you 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.

Note that thesis plan students register for thesis hours, complete a thesis defense with committee, and submit a written thesis. 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.

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)

Class Lists

The form will display the courses you have taken or transferred in several different class lists.

Applicable/Not applicable course selection

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	○ Applicable toward selected degree ● Not applicable toward selected degree **NOT APPLICABLE TOWARD SELECTED DEGREE**

It is essential to carefully review the class lists and mark courses as not applicable as necessary. Only the courses being used toward the selected degree should be left as "applicable."

Examples of non-applicable courses might be:

- Courses being used toward another degree of the same level

- o For dual degree programs, only the double counting courses should show as "applicable" on both candidacy applications. All non-double counting courses being used toward one degree should be marked "not applicable" on the second degree's candidacy application.
  - Graduate level courses appearing in the transfer class list which were previously used toward a bachelor's degree.
    - o For BAM programs, only those courses approved for use toward the master's degree should remain applicable in the transfer section. If any graduate level courses were taken only toward the bachelor's degree, they should be marked "not applicable."
  - Courses which do not apply to the selected program, and are anticipated to be used toward a future degree program.

CU Boulder Classes

These are graduate level classes taken at CU Boulder after admission to a graduate program.

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. If you intended to transfer courses from another institution, you should submit transfer of credit requests and await approval before submitting the candidacy application.

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: Mechnical Engineering	MCEN 5228		3	A	● Applicable toward selected degree ○ Not applicable toward selected degree	
Institution							
CUBLD							Remove
Notes			**Grading Basis**				
			LTR				

*See important information above about "applicable and not applicable" courses

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.

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	● Applicable toward selected degree ○ 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	Computationl Corpus Ling	3.000000	
Notes					
					Remove

Submission and Review of Form

- Upon submission, the form will be directed to your graduate program. The program will review and let you know of any necessary revisions.
- After your program has reviewed the form it will be sent to the Graduate School. The Graduate School will contact your program with any questions.
- Upon approval by the Graduate School, you will receive an e-mail of approval.
- Remember to apply to graduate through buffportal for the semester in which you plan to earn your degree; this is a required step!
- If changes to your candidacy application need to be made after submission, contact your graduate program directly.