

Updated 2024

History Master's Program Graduate School Links and Procedures

Coursework -Check with your advisor, the handbook, or your degree audit for requirements.

If you need to transfer credit from an outside institution, that should be done early in your academic career, after you have completed 6 hours of credit hours toward your program. Use this form:

[Transfer Credit Request Form](#)

If you are on the **Thesis Track**, complete this form early in your program:

[Master's Thesis Plan Form](#)

As your final semester approaches, notify the department's education coordinator at HistGrad@colorado.edu and pay close attention to these deadlines for graduation requirements from the Graduate School to avoid any unpleasant surprises:

[Graduate School Deadlines for MA Students](#)

For MA students, notice the deadline to apply to graduate and the deadline to Apply for Candidacy. Then, use the form and instructions linked [here](#) to apply for candidacy early in the semester. You must apply both for candidacy and also to graduate in your planned term, using the portal to apply to graduate and the link on the forms page to apply for candidacy. Review the graduate school checklists for your plan as well.

As soon as you know, inform the Education Coordinator (HistGrad@colorado.edu) as to who will be on your committee, the date of your defense, and the title of your thesis.

Once you have your thesis or portfolio defense scheduled, plan to submit the [Master's Final Examination Form](#) at least **two weeks prior** to your exam date.

Monitor the deadlines for Thesis Submission for your term and plan ***in advance*** to have your work formatted according to the required [guidelines](#). The Graduate School recommends that a pre-check of your format be done before you submit the final version. You can request that by e-mailing a pdf of your thesis to gradinfo@colorado.edu. You will also need to plan ahead so that you can send and receive your [Thesis Approval Form](#) ***before*** the submission deadline. Give your Committee Chair and member enough time.

[Graduate School FAQ Page](#)