

Graduate School Forms

Forms throughout your years at CSU:

You access ALL forms via RamWeb, starting the dynamic electronic signature process. You need to notify the needed signatories to look out for an email sent to them from GRAD_workflow@mail.colostate.edu. This is your responsibility as these forms are time sensitive.

Form	Explanation	When & Where	Signatures
<p>GS6: Program of Study</p> <p>**Please start this prior to the due date. It will take time to fill it out and get the required signatures.</p>	<p><i>This document must list all the required courses (taken and planned) to achieve your degree. This form will need to be completed for both your MS degree and Ph.D. degree.</i></p> <p><i>Students who fail to meet this requirement may be denied subsequent registration. The department will not pay for any late fees incurred by missing deadlines.</i></p>	<p>This must be filed with the Graduate School during your third semester and prior to registering for 4th semester courses.</p> <p>http://graduateschool.colostate.edu/policies-and-procedures/forms/g6-program-of-study-resources/</p> <p>If pursuing a PhD, you will do this twice – once for the MS and once for the PhD.</p> <p>Please see the <u>graduate student manual to understand committee composition requirements</u></p>	<ul style="list-style-type: none"> - Student - Advisor - Department chair
<p>GS7: Request For Change of Department and/or Degree Program</p>	<p>This form is used to change from a Masters to a Ph.D. and vice versa.</p> <p>**Must be completed by the 1st day of classes the semester after you graduate with your MS.</p>	<p>The completed and signed form must be submitted to the Graduate School Office before census of each term.</p> <p>Dates can be found at: http://graduateschool.colostate.edu/policies-and-procedures/deadline-dates/</p>	<ul style="list-style-type: none"> - Student - Advisor of present department and new department - Department chair of present department and new department
<p>GS25: Application for Graduation or Reapplication for Graduation</p>	<p>You must apply or reapply to graduate by the published deadline of your graduating term. You will start the application by using the “Apply or Reapply to Graduate” link in RAMWeb.</p>	<p>Completed by the published deadline of the student’s graduating term</p> <p>IMPORTANT: To avoid having to do the GS25B....please say N/A on the line where it asks for departmental requirements.</p> <p>Dates can be found at: http://graduateschool.colostate.edu/policies-and-procedures/deadline-dates/</p>	<ul style="list-style-type: none"> - Student - Advisor - Department Chair
<p>GS25B: Departmental Requirements Clearance</p>	<p>This form must be signed and submitted to the Graduate School when the departmental</p>	<p>Dates can be found at: http://graduateschool.colostate.edu/policies-and-procedures/deadline-dates/</p>	<ul style="list-style-type: none"> - Department chair

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	requirements listed in section 4 of the GS25 have been met and by the published deadline of the student's graduating term.	Examples—Exit interview copy of Thesis/Dissertation submitted to the department, and Keys	
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"I am going to my thesis defense. What Graduate School forms do I need to take?"

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Form	Explanation	When and Where	Signatures
GS24: Report of Final Examination Results	All Ph.D. students Master's Plan A students are required to complete and pass a final examination/defense.	<p>http://graduateschool.colostate.edu/wp-content/uploads/2014/07/GS16-and-GS24-Procedures.pdf</p> <p>The complete and signed form must be electronically submitted to the Graduate School Office within 2 working days after the results are known.</p> <p>Additional Resources – GS16 and GS24 Procedures-Long distance participation.</p> <p>Dates can be found at: http://graduateschool.colostate.edu/policies-and-procedures/deadline-dates/</p>	- Committee
GS30: Thesis/Dissertation Submission	This form is required of all Master's Plan A students and Ph.D. students submitting a thesis or dissertation after the final thesis/dissertation has been reviewed and approved by the student's committee.	<p>http://graduateschool.colostate.edu/wp-content/uploads/2014/07/GS30-Procedures.pdf</p> <p>Approved by deadline-Takes time to review and make needed corrections if necessary.</p> <p>The complete and signed form must be electronically submitted to the Graduate School Office by the published deadline date of the student's graduating term and before the electronic submission of the thesis or dissertation.</p> <p>Dates can be found at: http://graduateschool.colostate.edu/policies-and-procedures/deadline-dates/</p>	<ul style="list-style-type: none"> - Committee - Advisor - Co-Advisor (if applicable) - Department chair

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<p>Submit ETD through proquest</p>	<p>This is the online submission of the thesis/dissertation that needs to be done with the GS30. The University wants to make sure formatting is the same across all students.</p>	<p>http://graduateschool.colostate.edu/for-current-students/completing-your-degree/thesis-dissertation/</p> <p>Needs to be submitted and formatted (see instructions) – with the GS30.</p> <p>Needs to be approved by the listed deadline date – so it is recommended you electronically submit this at least 1 week ahead of the posted deadline date.</p> <p>Dates can be found at: http://graduateschool.colostate.edu/policies-and-procedures/deadline-dates/</p>	<p>-</p>
<p>GS16: Report of Preliminary Examination for the Ph.D. Degree</p>	<p>A preliminary examination shall be administered at least two terms before the final examination/defense to determine whether the student is qualified to continue toward the doctorate.</p> <p>*each program has different requirements here the graduate school uses this form to make sure that all students are completing their required program competencies</p>	<p>This form is completed at the time of your Thesis Defense per the MOU between the Graduate School and Psychology department. The completed and signed form must be electronically submitted to the Graduate School Office within 2 working days after the results of the examination are known.</p> <p>Additional Resources – GS16 and GS24 Procedures-Long distance participation.</p>	<p>- 4 committee signatures *If your master’s committee is only 3 (which this is the case for most students) your program coordinator will sign as the 4th - Department chair</p>
<p>GS31: ETD Embargo Restriction Request</p>	<p>This form is required if a student wants to delay the public release of his/her thesis or dissertation.</p>	<p>graduateschool.colostate.edu/wp-content/uploads/2014/07/Embargo-Form.pdf</p> <p>Form by the published deadline date of the student’s graduating term and before the electronic submission of the thesis or dissertation</p> <p>This form needs to be electronically submitted with the GS30 (it is part of the form – you will check yes or no)</p>	<p>- Student - Advisor - Department chair</p>

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Form	Explanation	When and Where	Signatures
GS24: Report of Final Examination Results	All Ph.D. students and Master's Plan A students are required to complete and pass a final examination/defense.	<p>http://graduateschool.colostate.edu/wp-content/uploads/2014/07/GS16-and-GS24-Procedures.pdf</p> <p>The complete and signed form must be electronically submitted to the Graduate School Office within 2 working days after the results of the thesis defense are known.</p> <p>Additional Resources – GS16 and GS24 Procedures-Long distance participation.</p> <p>Dates can be found at: http://graduateschool.colostate.edu/policies-and-procedures/deadline-dates/</p>	- Committee
GS30: Thesis/Dissertation Submission	<p>This form is required of all Master's Plan A students and Ph.D. students submitting a thesis or dissertation after the final thesis/dissertation has been reviewed and approved by the student's committee.</p> <p>*each program has different requirements here, the graduate school uses this form to make sure that all students are completing their required program competencies</p>	<p>http://graduateschool.colostate.edu/wp-content/uploads/2014/07/GS30-Procedures.pdf</p> <p>The complete and signed form must be electronically submitted to the Graduate School Office by the published deadline date of the student's graduating term and before the electronic submission of the thesis or dissertation.</p> <p>Dates can be found at: http://graduateschool.colostate.edu/policies-and-procedures/deadline-dates/</p>	- Committee - Advisor - Co-Advisor (if applicable) - Department chair
Survey of Earned Doctorates	Ph.D. students must submit the Certificate of Completion from your Survey of Earned Doctorates .	<p>https://graduateschool.colostate.edu/thesis-dissertation/</p> <p>You must complete this form and upload the document to your GS30</p>	- No signatures required

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Special Forms

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Form	Explanation	When and Where	Signatures
GS1B: Graduate Application for Readmission	This form is used when a student's enrollment has dropped for one or more semesters. There is a non-refundable fee of \$150.00 made payable to CSU. The form is filled out by the student and then forwarded to the department for approval.	http://gradadmissions.colostate.edu/apply This form is online in SLATE	Routed through SLATE. If GPA is below a 3.0 it will require a department support letter.
GS9A: Petition for Committee Member Changes	<p>This form is used to make changes to your committee after your GS6 has been approved by the Graduate School.</p> <p>A student's committee must be up-to-date at the time of the preliminary examination (Ph.D. students), final examination/defense, and thesis/dissertation submission.</p>	<p>Only done if changes to committee are made (e.g., changes from Masters to Dissertation committee that were declared on your GS6....)</p> <p>http://graduateschool.colostate.edu/wp-content/uploads/2014/07/GS9A-Instructions.pdf</p>	<ul style="list-style-type: none"> - Old committee member - Student - Advisor - Department chair
GS26: Request For Letter of Completion	<p>After everything has been completed including grades. This letter can be issued to a student who needs to provide confirmation that all of his/her degree requirements have been met. The letter is released only after the final graduation approval has been cleared on the student's degree plan record in Ramweb.</p> <p>Letters will be issued until the degree is recorded on the student's official transcripts.</p>	http://graduateschool.colostate.edu/wp-content/uploads/2014/07/GS26.pdf	
GS52: Graduation	Used by your advisor to indicate how to resolve	http://graduateschool.colostate.edu/wp-content/uploads/2014/07/GS52.pdf	- Advisor

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<p>Clearance Response Use Form</p>	<p>course discrepancies that were not addressed on the GS25. This is normally submitted after the preliminary review.</p>	<p>A memo or e-mail from the student's advisor can also be submitted to resolve these course discrepancies (only if absolutely necessary - form is preferred).</p>	
<p>Registration Appeals</p>	<p>This form is required if a student has experienced extenuating circumstances and wants to:</p> <ol style="list-style-type: none"> 1. Drop a course(s) after the regular add/drop period ends for the appropriate semester. Add, drop and withdrawal dates are available on your My Weekly Schedule under Registered Courses, via RAMweb; 2. Withdraw from a course(s) after the course withdrawal period ends for the appropriate semester; 3. Add or make changes to the course after the end of the term; 4. Change the grading option for a course(s) to "satisfactory/unsatisfactory" after the regular add/drop period ends for the appropriate semester, OR; 5. Change the grading option for a course(s) to "Audit" after the regular add/drop period ends for the appropriate semester. 		-