University of Colorado Colorado Springs

APPLICATION FOR ADMISSION TO CANDIDACY FOR AN ADVANCED DEGREE

This section of the application is to be **completed electronically by the student** applying for admission to candidacy. The information on this form is used to confirm that all requirements have been/will be met to graduate from the degree program by the term indicated below.

Save this form to your computer and fill out with an Adobe Program. Do not use a Web Browser.

Save this Admission to Candidacy form with the following naming convention: Lastname_Firstinital_Dept_AC Save your highlighted transcripts with the following naming convention: Lastname_Firstinital_Dept_T

Please attach the highlighted transcripts along with this form to an e-mail and submit to the appropriate program staff in your department.

Date _____

Name as shown on UCCS records:

_____   _____   _____
Last Name   First   Middle

Student ID: _____

Present Mailing Address: _____

Permanent Mailing Address: _____

Telephone: _____

UCCS e-mail address_____ Personal e-mail address_____

I am applying to be a candidate for degree for the_____in
(Degree type: MA, PhD, etc.)

_____
(Program e.g., physics, computer science, etc.)

Semester and year to which the degree is it to be conferred: _____ _____

Which of the following examinations did/will you complete for your degree?
Please mark all options that apply:

- [ ] Thesis Proposal
- [ ] Thesis Defense
- [ ] Capstone Proposal
- [ ] Capstone Defense
- [ ] Project/Report
- [ ] Comprehensive Examination
- [ ] Specialty Examination

- [ ] Preliminary Dissertation Examination
- [ ] Dissertation Proposal
- [ ] Dissertation Defense
- [ ] Oral Defense
- [ ] Portfolio
- [ ] None

Have you completed the selected examinations from above?

◯ Yes   ◯ No   ◯ Not Applicable

Date: _____ OR Expected Date (Month/Year): _____

If your examination from above involves research, does your research involve human subjects (e.g., IRB), the use of animals, and/or biohazards? ◯ Yes   ◯ No   ◯ Not Applicable

Protocol # _____   Approval Date: _____ OR Expected Submission Date: _____

Please list the members on your defense/capstone/examination committee

Name	Department	For program staff-Appointed to grad faculty?

1. Please download your unofficial UCCS transcript from your UCCS portal.
2. Open your downloaded, unofficial transcripts in Adobe and use the highlighting tool to highlight all courses that will be used towards your degree.
   Note: if you took more classes than required for your degree and wish for these not to count towards this degree, please do not highlight those courses. If you do highlight those courses and later decide to earn another master's degree, the courses marked for use towards this degree will likely NOT be able to be used towards another degree.

All courses will stay on your transcripts, even if they are not used towards your degree. All required program courses should be marked.

If more than 12 credit hours taken as non-degree student and/or taken at other CU campuses are being used the unclassified transfer form must be submitted by your department for approval prior to graduation.

Are there any courses that are currently not showing on your transcript but are expected to count towards your degree (confirm that this current semester courses are either listed here OR are showing on your transcripts)?

◯ Yes   ◯ No

In the table below, please provide information for any courses that are currently not showing on your transcripts but will count towards your degree.

Course Number	Course Name	Number of Credits	Grade Earned

Did you transfer any courses from an outside university (non-CU campus) that you need to count towards your degree?

○ Yes   ○ No

If you checked yes, you must complete and submit the official form of transfer, if you have not done so already, as well as list ALL transferred coursework here on this form that needs to be used towards your degree.

Note: Master's level students cannot transfer in more than 9 credits of work from an outside university.

Course Number	Course Name	Number of Credits	Grade Earned	School

If you have not yet completed your online diploma card, please do so as soon as possible. Visit this link for instructions.

I certify that I have at least a GPA of 3.0 or higher for all required courses taken at UCCS and that all courses meet minimum grade requirements for my program OR I understand that if my current GPA is not at or above 3.0, it will be by my intended date of graduation.

○ Yes   ○ No

By typing your name below, you certify that all information presented on this document is correct to the best of your knowledge.

_____   _____
Student Name   Date

This section is to be filled out by the department where the degree is being earned.

The number of credits required for this program is_____(Note: the student may have earned more credits than you list here, but they cannot have earned less)

By signing this document, I certify that_____(Student name) is expected to have all

requirements (e.g., coursework, examinations, defenses) for the_____(degree type: MA, PhD

etc.) in_____(program e.g. physics, computer science, etc.) by the end of the term in which graduation is

expected and that all information presented in this document is accurate to the best of my

knowledge.

This student has an ongoing ethics code violation allegation, investigation, or sanction:

○ Yes   ○ No

This student was/is enrolled in class the semester that they completed/are expected to complete their culminating experience (defense, examination, etc.):

○ Yes   ○ No

_____   _____
Select who is signing from program   Date

_____   _____
Select who is signing from program   Date

_____   _____
Graduate School   Date