

University of Colorado Colorado Springs
APPLICATION FOR ADMISSION TO CANDIDACY FOR AN ADVANCED DEGREE

This form 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_Firstinitial_Dept_AC

Save your highlighted transcripts with the following naming convention: Lastname_Firstinitial_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.

[For help with Adobe Forms click here](#)

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 <small>(Degree type: MA, PhD, etc.)</small>		
_____ <small>(Program e.g., physics, computer science, etc.)</small>		
Semester and year to which the degree is to be conferred: _____		

Which of the following examinations did/will you complete for your degree? Please mark all options that apply:	
<input type="checkbox"/> Thesis Proposal	<input type="checkbox"/> Preliminary Dissertation Examination
<input type="checkbox"/> Thesis Defense	<input type="checkbox"/> Dissertation Proposal
<input type="checkbox"/> Capstone Proposal	<input type="checkbox"/> Dissertation Defense
<input type="checkbox"/> Capstone Defense	<input type="checkbox"/> Oral Defense
<input type="checkbox"/> Project/Report	<input type="checkbox"/> Portfolio
<input type="checkbox"/> Comprehensive Examination	<input type="checkbox"/> None
<input type="checkbox"/> Specialty Examination	

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?

If you have not yet completed your Online diploma card, please do so as soon as possible.

[Visit this link for instructions.](#)

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.

**If all courses will not fit and the official form of transfer has been completed you may instead use "See transfer credit form"

Course Number	Course Name	Number of Credits	Grade Earned	School

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

 Select who is signing from program

 Date

 Select who is signing from program

 Date

 Graduate School

 Date