

Checklist for PhD Students Getting an MS Along the Way

In the first month of the semester in which you are ready to graduate with an MS degree (ie, you have 30.0 course credits and you've passed a prelim already):

- ☐ Please fill out and submit a Graduate Program Change/ Addition Form to amgradco@colorado.edu, [found here](#).
(Search "CU Boulder" > "Academic Resources" > "Forms" > "Graduate Program Change/ Addition Form")

After doing the above, please wait 5 business days* and then:

- ☐ Apply to graduate **with your MS** in your Buff portal
- ☐ Please fill out and submit an online Candidacy Application Form, [found here](#).
(Search "CU Boulder" > "Academic Resources" > "Forms" > "Candidacy App for Adv Degree...")
- ☐ Please fill out and submit a Master's Examination Form [found here](#).
(Search "CU Boulder" > "Academic Resources" > "Forms" > "Master's Examination Form")
For this form, you'll need to add the names of your 2 prelim exam proctors, and the third name should be the current Grad Chair as your three "committee members." If you don't remember your proctors' names, please email amgradco@colorado.edu for a list!

You'll choose "Plan II" Non-thesis)

***Whenever the application to graduate with an MS shows up in your Buff portal, you can apply to graduate and fill out the CA and MS Exam form.**