

## Department of Chemical & Biological Engineering

### Grad Student Procedures

1.

New Graduate Students – after admittance to the department

- Department send letter regarding requirements for Colorado residency.
- Complete new employment paperwork: W4, payment disposition, biographical data, I9, policy on rights and responsibilities related to creative works, and the loyalty oath.
- Sign contract in department
- Adviser selection memo, mid semester
- Advisers assigned at the end of November

2.

Preliminary Examinations (Ph.D. candidates): November following first year if fall admission; for spring admission, May following first year.

- Complete GS 6 (program of study form); get GS 6 committee in place.
- Have Ranil Wickramasinghe look over GS 6 before submitting to dept head for signature.
- GS 6 & GS 16 (schedule for Ph.D. preliminary examination) to Grad school
- Work with committee, then Marilyn, for time/date/room for exam
- The intention to hold a Ph.D. Preliminary Examination is to be publicized two weeks in advance, work with front office to ensure notices are posted/sent out via email. (within department)
- Distribute written research report to committee at least one week before exam.
- *Bring GS 16 form to exam for signatures*
- File GS 16 form (Report of Preliminary examination) with Grad school within two working days of exam.
- Bring GS 24 form to exam if student plans to file for Plan B M.S.
- File GS 24 form with the graduate school within two working days of the exam

3.

When ready to Graduate (Ph.D.):

- File GS 25 form (Application to Graduate) – reviewed by Dr. Wickramasinghe prior to submitting to dept. head for signature.
- <http://graduateschool.colostate.edu> check here for the deadline dates for the semester you are planning to graduate.
- Work with committee and Marilyn to secure time/date/room for exam.
- In order to assure timely notification across the entire campus, students should work with the front office to announce this information to the University community and public at large at least two weeks in advance. The defense will be publicized through the University's electronic announcement and message delivery. (Entire campus)
- Adviser notifies candidate of nature and scope of exam (one week prior- masters, one month prior Ph.D.)

The information included here is not meant to be comprehensive, but as a guide. Always check with the grad school for additional requirements.

- Submit thesis or dissertation to committee – two weeks before exam. Guidelines for thesis preparation in Thesis Manual:  
<http://graduateschool.colostate.edu/files/ThsMan/ThesisManual2003.pdf>
- Complete final oral exam - for deadlines see above website. *Bring GS 24 form and signature pages (2 minimum, or number required for the number of thesis to be bound) of thesis to final exam with you to obtain signatures.*
- File GS 24 (report of Final Exam results) – within 2 working days of defense.
- 2 unbound copies of thesis to grad school – before end of 12<sup>th</sup> week of graduation term. (University microfilm form and fee – also to grad school)

## Graduate School Forms

Form Name	Form Number	Form Title	Prepared By	Submit To	Purpose
Change Major	*7	Request for Change of Department and/or Degree Program	Student and Department	Graduate School	Request change of degree or program
Change Committee	*9A	Petition for Change in Committee	Student and Department	Graduate School	Request change in committee members
Department Exams	*14	Report of Departmental Internal Examination	Department	Graduate School	File results of departmental internal examinations
Preliminary and Final Exams	*16	Report of Preliminary Examination	Student and Committee	Graduate School	Report results of preliminary exam (PhD students only)
	*24	Report of Final Examination Results	Student and Committee	Graduate School	Report results of final exam
Graduation	*25	Application for Graduation	Student and Committee	Graduate School	Apply to graduate and request changes to program of study (GS Form 6)
	*25B	Departmental Requirements	Department Head	Graduate School	Report completion of departmental requirements recorded on GS Form 25
	*26	Request for Certificate of Completion	Student	Graduate School	Request a certificate that degree requirements are complete
	**EX 102	Request to Take a Course Under the Exchange Agreement (Obtain form from Registrar's Office)	Student	Registrar's Office once approved by the Graduate School	Request permission to take courses at Colorado School of Mines, University of Colorado, or the University of Northern Colorado under the cooperative exchange agreement

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## GRADUATE SCHOOL PROCEDURES Candidate Checklist

	<b>What</b>	<b>When</b>
1	Application for admission (GS Form 1 or GS Form F1)	Six months before first registration
2	Diagnostic examination when required	Before first registration
3	Appointment with adviser	Before first registration
4	Selection of graduate committee	Before the time of fourth regular semester registration
5	Filing of program of study (GS Form 6)	Before the time of fourth regular semester registration
6	Preliminary examination (Ph.D. only)	Two terms prior to final examination
7	Report of preliminary examination (GS Form 16) – (Ph.D. only)	Within two working days after results are known
8	Report of M.S. Plan B exam (GS Form 24) - (optional)	Within two working days after results are known
9	Changes in committee (GS Form 9A)	When change is made
10	Application for Graduation (GS Form 25)	Refer to published deadlines from the Graduate School Website
11	Reapplication for Graduation (on line)	Failure to graduate requires Reapplication for Graduation (on line) for the next term for which you are applying
12	Final examination	Refer to published deadlines from the Graduate School Website
13	Report of final examination (GS Form 24)	Within two working days after results are known; refer to published deadlines from the Graduate School website.
14	Submit signed thesis ready for binding to the Graduate School Pay microfilm fee (Ph.D. only)	Refer to published deadlines from the Graduate School Website

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Graduation

Ceremony information is  
available from the Graduate  
School website

[Forms are available on the Web at  
http://www.graduateschool.colostate.edu/](http://www.graduateschool.colostate.edu/)

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