

# PH.D. IN EDUCATION AND HUMAN RESOURCE STUDIES, HIGHER EDUCATION LEADERSHIP SPECIALIZATION

## Requirements for All Graduate Degrees

For more information, please visit Requirements for All Graduate Degrees (<http://catalog.colostate.edu/general-catalog/graduate-bulletin/graduate-study/procedures-requirements-all-degrees/>) in the Graduate and Professional Bulletin (<http://catalog.colostate.edu/general-catalog/graduate-bulletin/>).

## Summary of Procedures for the Master's and Doctoral Degrees

NOTE: Each semester the Graduate School publishes a schedule of deadlines. Deadlines are available on the Graduate School website (<https://graduateschool.colostate.edu/deadline-dates/>). Students should consult this schedule whenever they approach important steps in their careers.

Forms (<https://graduateschool.colostate.edu/forms/>) are available online.

| Step                                                               | Due Date                                                                                                             |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 1. Application for admission (online)                              | Six months before first registration                                                                                 |
| 2. Diagnostic examination when required                            | Before first registration                                                                                            |
| 3. Appointment of advisor                                          | 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. and PD)                          | Two terms prior to final examination                                                                                 |
| 7. Report of preliminary examination (GS Form 16) - (Ph.D. and PD) | Within two working days after results are known                                                                      |
| 8. Changes in committee (GS Form 9A)                               | When change is made                                                                                                  |
| 9. Application for Graduation (GS Form 25)                         | Refer to published deadlines from the Graduate School Website                                                        |
| 9a. Reapplication for Graduation (online)                          | Failure to graduate requires Reapplication for Graduation (online) for the next time term for which you are applying |
| 10. Submit thesis or dissertation to committee                     | At least two weeks prior to the examination or at the discretion of the graduate committee                           |
| 11. Final examination                                              | Refer to published deadlines from the Graduate School Website                                                        |
| 12. Report of final examination (GS Form 24)                       | Within two working days after results are known; refer to published deadlines from the Graduate School website       |

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| 13. Submit a signed Thesis/Dissertation Submission Form (GS Form 30) to the Graduate School and Submit the Survey of Earned Doctorates (Ph.D. only) prior to submitting the electronic thesis/dissertation | Refer to published deadlines from the Graduate School website.     |
| 14. Submit the thesis/dissertation electronically                                                                                                                                                          | Refer to published deadlines from the Graduate School website      |
| 15. Graduation                                                                                                                                                                                             | Ceremony information is available from the Graduate School website |