

# MASTER OF EDUCATION IN EDUCATION AND HUMAN RESOURCE STUDIES, PLAN B, LEARNING DESIGN AND TRAINING 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
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