TIMETABLE of Procedures and Requirements – KEEP THIS and PLAN AHEAD!

Graduate School deadlines are published each semester. Those deadlines and forms are available at http://graduateschool.colostate.edu/.

Step	General time	GDPE Date	Graduate School Date
Confirm CSU acceptance			
Establish CSU EID https://eid.colostate.edu/; provide GDPE office with eidname			
Establish RamWeb account https://ramweb.colostate.edu/			
Begin establishing residency if out of state student http://sfs.colostate.edu/l20000.cfm	Refer to published deadlines		
Find out about health insurance http://www.health.colostate.edu/	Refer to published deadlines		
Submit photo and short bio to GDPE office		mid-summer	
Check in with "home" department main office	mid-summer		
Register for classes https://ramweb.colostate.edu/	Refer to published deadlines		
Obtain CSU photo id - RAMcard	Morgan Library		
Attend GDPE New Student orientation		Weds. before classes begin	
Attend all-GDPE Picnic		Friday before classes begin	
Selection of Graduate Committee and first committee meeting (take GDPE supplemental document with you for course planning)	Begin discussion during first semester		
GS6 Worksheet and GDPE supplemental form reviewed with GDPE Graduate Academic Advisor	Requires selection of committee	Before GS-6 filing	
Filing of Program of Study (GS-6)			Before the time of fourth regular semester registration (~middle of third semester)
PhD Qualifying/Comprehensive exam			Two terms prior to final examination
Report of PhD Preliminary Exam (GS-16)			Within two working days after results are known
Changes in committee (GS Form 9A) – KEEP UP TO DATE!			When change is made
Application for graduation (GS-25) and GDPE supplemental form reviewed with Graduate Academic Advisor			Refer to published deadlines from the Graduate School website
Reapplication for Graduation (on-line)			Failure to graduate requires Reapplication for Graduation (on-line for the next term for which you are applying)
Thesis/dissertation submitted to committee (*after* necessary revisions with advisor)			Two weeks prior to examination
Defense announcement – submit abstract doc and poster jpg to GDPE office		Two weeks prior to defense	
Final examination			Refer to published deadlines from the Graduate School website
Report of final examination (GS-24)			Within two working days after results are known; refer to published deadlines from Graduate School website
Submit a signed Thesis/Dissertation Submission Form (GS30); embargo request - if relevant (GS31); SED for all PhD students to the Graduate School prior to submitting the electronic thesis/dissertation			Refer to published deadlines from the Graduate School website.
Submit thesis/dissertation electronically			Refer to published deadlines from the Graduate School website. Submit the Survey of Earned Doctorates (Ph.D only)
Department Requirements Clearance Form (GS25B); GDPE requires exit interview (available on GDPE website) and electronic copy of abstract and thesis/dissertation			No later than the last day of the semester in which the student is graduating.
Graduation			Ceremony information is available from Graduate School website
GDPE Graduation reception for graduates and families		Immediately following graduation ceremony	

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