



DOCTORAL DEGREE PROGRESS CHECKLIST

Pre-Candidacy (Early and mid-way through your degree program)	
	Coursework Requirements • Work with your graduate program to understand the program-specific coursework requirements for your degree and to track completion. (Review Graduate School minimum requirements.)
	Notes:
	If applicable, submit a Transfer of Credit request • Submit after completion of six credit hours with a GPA of 3.0 or higher. • Review transfer of credit minimum standards and discuss course content and specific degree requirements with your program.
	If applicable, conduct Preliminary or Qualifying Examination • If required by your graduate program, work with the program to determine a timeline and process for completion.
	Conduct Comprehensive Examination • Submit the Doctoral Comprehensive Exam Form at least 2 weeks prior to exam date. • Ensure that you are registered during the semester of the comprehensive exam.
	Submit Candidacy Application within two weeks of completing the comprehensive exam.

Post-Comprehensive and Doctoral Candidacy	
	PhD students: dissertation hour requirement • Minimum of 30 dissertation credits required, plan future registration.
	All doctoral students: continuous registration requirement • Continuous registration in fall and spring semesters for credit as required for PhD, AuD and DMA degrees. Work with your program to ensure registration is correct.

Graduation Requirements for Semester of Degree Award	
PhD students	
	Apply to graduate in Buff Portal by posted deadline for the semester.
	Conduct Dissertation Defense by posted deadline for the semester. • Submit Doctoral Final Exam at least 2 weeks prior to defense date. • Ensure that you are registered full-time during the semester of the defense.
	Submit Dissertation to ProQuest for publication by posted deadline for the semester. • Prior to the deadline, you may submit your dissertation for a pre-check on formatting to gradinfo@colorado.edu. • Submit dissertation along with Thesis Approval Form (as a single-page supplemental file).
	Complete Survey of Earned Doctorates by posted deadline for the semester.
	Ensure that grades for incompletes and thesis hours have been submitted by your program by the posted deadline for the semester.
	Update diploma name and address and review information for commencement celebrations, transcripts, and diplomas.

Graduation Requirements for Semester of Degree Award	
AUD and DMA students	
	Apply to graduate in Buff Portal by posted deadline for the semester.
	Conduct Final Examination by posted deadline for the semester. • Submit Doctoral Final Exam at least 2 weeks prior to exam date. • Ensure that you are registered full-time during the semester of the exam.
	DMA students: complete Survey of Earned Doctorates by posted deadline for the semester.
	Ensure that grades for incompletes and thesis hours have been submitted by your program by the posted deadline for the semester.
	Update diploma name and address and review information for commencement celebrations, transcripts, and diplomas.