ENGLISH GRADUATE STUDENTS
Advising Information - 2nd year students

To begin in your 3rd semester:

_____ **Secure your Graduate Committee -** This consists of an Advisor, another faculty member from the English Dept., and another eligible faculty member from an outside department.

_____ **Prepare your Program of Study list for GS6* form -** This is a "road map" of courses taken (past & future) to complete your MA/MFA degree. You must meet/include all of the program requirements on this list. (registration history must match GS6)

_____ **(By October 10th) Complete and submit the GS6* form -** You will find this form on RAM Web. If not completed, a registration HOLD will be placed on your account for Spring semester.

_____ **For Variable Course Registration -** You **must** complete a variable course application for your **Thesis** (E699), **Project** (E698), or **Portfolio** (E694– TEFL/TESL only) credits. You may request these from Emily Dailey (Emily.Dailey@colostate.edu). Once completed and signed by your advisor, email the form to Emily Dailey, who will complete the override needed for you to register. * **Independent Study (E695)** must also go through this process regardless of the semester you are in.

_____ **Complete the GS25***- Apply to graduate by the Fall or Spring deadline as set by the Graduate School. You only need to complete the form the semester that you intend to graduate.

For Defense

_____ **Schedule Defense w/committee** (may be in-person or virtual)

_____ **Submit Thesis, Project or Portfolio to committee:** give ample time for committee to review it prior to your defense.

_____ **Defend (recommended to schedule & complete 2 weeks before GS24 deadline)**

    - For ALL defenses you must complete:
      - **GS24*** (RAMweb; Graduate School must receive within 2 business days)
      - Student Defense Survey (sent by Emily Dailey)

    <u>NON-Thesis</u> - Complete **GS40*** for Project/Portfolio completion

    <u>THESIS only -</u> complete **GS30*** (RAMweb; request embargo if interested)
      - Submit thesis on ProQuest by deadline listed by Graduate School

*All Graduate School Forms are located on RAMweb

Graduate School Information

Visit https://graduateschool.colostate.edu/current-students/ for form info, deadlines and more information.
Definition of FORMS - (not all forms are needed)

GS6	Program of Study
GS7	Request for Change of Department and/or Degree Program *(if needed)*
GS9A	Petition for Committee Member Change *(if needed)*
GS24	Report of Final Examination Results - Defense
GS25	Application for Graduation
GS30	Thesis Submission (optional embargo request)
GS40	Non-Thesis Plan B Master's Requirement
GS52	Discrepancy Clearance Response *(if needed)*

*All forms are Dynamic Forms and must be submitted online via RAMweb.

** Forms must be complete and submitted by the Graduate School's set deadlines.