

**IMPORTANT DEADLINES FOR GRADUATE STUDENTS
2007-2008**

Item	Title	Function	Required/ Optional	Access Via	Submit To	Due Date
Forms						
DG-1	New Student Advising	Determine your first semester of classes	Optional	Your temporary advisor		
GS-4B	Application for Fellowships, Traineeships, Research and Assistantships	Apply for merit-based financial support	Optional	http://graduateschool.colostate.edu/files/FormsPubs/GS4B.pdf	Department	2/15/08 for Fall 2008 7/15/08 for Spring 2009
GS-6 Worksheet	GS-6 Program of Study Worksheet	Plan courses and committee members with your advisor for use on GS-6	Optional	http://graduateschool.colostate.edu/files/FormsPubs/GS6Worksheet.pdf	Department	End of 2nd semester of study (excl. Summers) and before completing GS 6 online
GS-6	Program of Study	Identify course work and graduate committee members	Required	http://graduateschool.colostate.edu/files/FormsPubs/GS6Form8-07.pdf	Obtain signatures and submit to Graduate School	End of 2nd semester of study (excl. Summers)
DG-2	Proposal Approval Form	Report results of thesis/project proposal defense	Required	Advisor	Advisor submits to Graduate Coordinator/ Graduate Administrator	End of 2nd semester of study (excl. Summers)
H-100	Application for Human Research Review	Working with advisor , gain approval for use of human subjects in research, if applicable	Required if applicable	http://writing.colostate.edu/guides/research/humanresearch/index.cfm	Human Research Committee	Before ANY research is begun on thesis/ project
GS-9A	Petition for Change in Committee Members	Change graduate committee members, if applicable	Required if applicable	http://graduateschool.colostate.edu/files/FormsPubs/GS9A.pdf	Graduate School	As soon as change is decided upon, and no later than thesis/project defense date
GS-24	Report of Final Examination Results	Report results of final exam (thesis defense)	Required	http://graduateschool.colostate.edu/files/FormsPubs/GS24.pdf	Graduate School	**Student's responsibility to submit to Graduate School WITHIN 48 HOURS OF DEFENSE** and in time to meet deadlines for thesis submission: 11/7/07 for Fall 2007 4/11/08 for Spring 2008
Form GS-25	Application for Graduation	Apply to graduate and request changes to courses on GS-6 Program of Study	Required	http://graduateschool.colostate.edu/files/FormsPubs/GS25.pdf	Graduate School	9/28/07 for Fall 2007 2/29/08 for Spring 2008
Additional Items						
Thesis/Project Defense	Thesis/ Project Defense	Part of Final Exam for M.S. in Technical Communication	Required	Schedule meeting and distribute thesis after consent of advisor	Advisor	In time to meet deadlines for Thesis submission: 11/7/07 for Fall 2007 4/11/08 for Spring 2008
Thesis/ Project	Thesis/Project to Graduate School	Part of Final Exam for M.S. in Technical Communication	Required	2 unbound copies of thesis/project to Graduate School w/ 2 separate envelopes (name, dept, degree, & grad term on the outside). After approval by Graduate School, student delivers the thesis copies to the Libraries. See Thesis Manual for more details.	Graduate School	11/7/07 for Fall 2007 4/11/08 for Spring 2008
	Thesis/Project to Committee Members & Department	Part of Final Exam for M.S. in Technical Communication	Required	<ul style="list-style-type: none"> • Bound copies of thesis/project to committee members requesting them. • One bound copy of thesis to Graduate Administrator. 	Committee Members and Graduate Administrator	11/7/07 for Fall 2007 4/11/08 for Spring 2008
Abstract and Form	Abstract of Thesis and Abstract Form	Abstract to be published in <i>Journalism & Mass Communication Abstracts</i>	Required	Submit hard copy and electronic copy of abstract	Graduate Administrator	11/7/07 for Fall 2007 4/11/08 for Spring 2008

For additional info: <http://graduateschool.colostate.edu/>
For Special Course Proposal Forms, see Sarah Falcon in Clark C-226 or Rebecca Allen in C-227.