

GRADUATE STUDIES FORMS — DISTRIBUTION AND DUE DATES

TITLE OF FORM	RETURN TO	DATES DUE
Application for Admission, File Reactivation, Re-enrollment Forms	Graduate Admissions Office Also as on-line application (www.ccsu.edu/grad)	July 1 for fall semester, Dec. 1 for spring semester (some programs have earlier submission dates)
Graduate Capstone Course Registration Form (for Plans A or C—thesis or special project)	Graduate Office	During CCSU registration periods
Submission of all requirements for the completed thesis and dissertation	Graduate Office	April 15 for inclusion in the May commencement booklet; November 15 for inclusion in the December commencement booklet
Submission of all requirements for the completed special project	Graduate Office	During the exam period of fall, spring, summer semesters
Application for Degree Candidacy	Graduate Office (for approval)	
Graduate Assistantship Application	Return to the department or office where applying	
Graduate Assistantship Request Forms	Graduate Office	July 31 for fall semester, Dec. 15 for spring semester
Withdrawal Request	Registrar	
Change of Status (full-time, part-time)	Graduate Office or Registrar	
Application for Graduation	Graduate Office	Sept. 15 for fall semester (scheduled to participate in Dec. commencement); March 1 for spring semester (May comm.); April 1 for summer session (Dec. comm.)
Comprehensive Examination Application Form	Graduate Office	Oct. 3 for fall 2006; Feb. 15 for spring 2007; Oct. 1 for fall 2007; Feb. 15 for spring 2008
Completed Planned Program of Study	Graduate Office	Must be filed before completion of 16 credits
Course Substitution Forms	Graduate Office	
Transfer of Credits Form	Graduate Office	

Note: Forms are available in Graduate Studies, Registrar and Enrollment Center. Application for Admission and Re-enrollment and Reactivation Forms are available in Graduate Admissions and the School of Graduate Studies. All forms are also available on the graduate website at www.ccsu.edu/grad.

Materials related to graduate study also are available for faculty and staff as Microsoft Word documents that can be sent to students as attached files within an e-mail. Additional information about accessing these materials can be found on the Graduate School's website. Use the "Graduate Studies Committee" link and select "Electronic Graduate Study Plan (PDF)."