I'M PLANNING TO GRADUATE THIS SEMESTER. WHAT FORMS DO I NEED, WHERE CAN I GET THEM, AND WHERE ARE THEY TURNED IN?

Forms indicated as *Downloadable* can be obtained on the CLAS Graduate Advising website at:
http://www.ucdenver.edu/academics/colleges/CLAS/current-students/graduate/thesis-graduation/Pages/forms.aspx

<table>
<thead>
<tr>
<th>Form</th>
<th>Pick up</th>
<th>Turn in</th>
<th>Deadline</th>
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<tr>
<td>Application for Graduation</td>
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<td>Sept. 5</td>
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<tr>
<td>Application for Admission to Candidacy</td>
<td>Your department CLAS Dean's Office</td>
<td>Graduate School</td>
<td>Sept. 5</td>
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<tr>
<td>Request for Examination</td>
<td>Your department CLAS Dean's Office</td>
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ON THE APPLICATION FOR GRADUATION, WHAT IS MY DEGREE AND MAJOR CODE?
Following is a list of all degrees with major codes. Option codes are also available for some programs, and are listed next to major codes below.

<table>
<thead>
<tr>
<th>Department</th>
<th>Degree</th>
<th>Major</th>
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<tbody>
<tr>
<td>Anthropology</td>
<td>MA</td>
<td>ANTH</td>
<td>ARC (Archaeological), BIO (Biological), MDA (Medical), SDE (Sustainable Development &amp; Political Ecology)</td>
</tr>
<tr>
<td>Applied Math</td>
<td>MS</td>
<td>AMEN</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>MS</td>
<td>BIOL</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>MS</td>
<td>CHEM</td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>MA</td>
<td>COMM</td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>MA</td>
<td>ECON</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>MA</td>
<td>ENGL</td>
<td></td>
</tr>
<tr>
<td>Environmental Sciences</td>
<td>MS</td>
<td>EVSC</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>MA</td>
<td>HIST</td>
<td>EUR (European), GLB (Global), PBH (Public History), USA (United States)</td>
</tr>
<tr>
<td>Humanities</td>
<td>MH</td>
<td>HUMN</td>
<td>PHT (Philosophy and Theory), VIS (Visual Studies)</td>
</tr>
<tr>
<td>Integrated Science</td>
<td>MIS</td>
<td>ISCI</td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td>MA</td>
<td>PSCI</td>
<td>POL (New Directions, Public Policy)</td>
</tr>
<tr>
<td>Psychology</td>
<td>MA</td>
<td>PSYC</td>
<td>CLN (Clinical)</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>MSS</td>
<td>SOCS</td>
<td>CHS (Comm. Health Science), IST (Internat’l. Studies), SEN (Society &amp; Environment), SJU (Social Justice) WGS (Women’s &amp; Gender Studies)</td>
</tr>
<tr>
<td>Sociology</td>
<td>MA</td>
<td>SOCI</td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>MA</td>
<td>SPAN</td>
<td></td>
</tr>
<tr>
<td>Technical Comm.</td>
<td>MS</td>
<td>TECH</td>
<td></td>
</tr>
</tbody>
</table>
HOW DO I FILL OUT THE ADMISSION TO CANDIDACY FORM?

This four-page form is used to list all the credits (courses, thesis/project, independent study/internship, and transfer) you wish to apply toward your degree plan, which is then signed by your graduate advisor, department chair/program director, and yourself. Please fill out as completely as possible, including: instructor's name, course title/number, semester taken and grade received for every credit. All UC-Denver students are expected to have completed a minimum of 30 credit hours, including thesis/project/report, toward graduation to earn a master's degree; some programs require more hours.

There is a 12-credit limit on non-degree or other transfer credits on your degree plan, although some programs allow fewer transfer credits. To transfer course credit from a non-CU institution, a Request for Transfer of Credit is completed and sent to the Graduate Coordinator for approval and forwarding to the Records Office. This form must also be accompanied by an official transcript from the transferring institution. (NOTE: Courses taken at UC-Denver or other CU campuses do not require the transfer form and official transcript to be transferred to your program, since they already appear on the CU transcript.)

If you have taken longer than seven (7) years (5 years for students admitted Spring 2009 and thereafter, according to new Graduate School Rules) to complete your degree, your graduate advisor must write a memo addressed to the CLAS Graduate Coordinator indicating why your degree progress was interrupted and asking for an extension of this time limit for a stated amount of time (usually one year).

Students who want to include a course taken more than five (5) years prior to their graduating semester must have the course validated by the instructor or by arrangement with their graduate advisor. Use the Course Validation Form and forward to the Graduate School.

These forms are downloadable from the CLAS Graduate Advising website: http://www.ucdenver.edu/academics/colleges/CLAS/current-students/graduate/thesis-graduation/Pages/forms.aspx

PLEASE NOTE:

If you were previously admitted to one department/program, then transferred to another department/program, please check with your department or Admissions to make sure you are currently listed as a student in the correct degree program.

Also, if you have signed up for thesis/project/report hours in previous semesters, be sure to have your major advisor change all IP grades to a final letter grade when you have completed the work and are approved for the degree. This needs to be done by December 7 for Fall 2012 graduation.

DO I NEED TO BE REGISTERED IN THE SEMESTER I AM DOING COMPS OR DEFENSE?

You MUST be registered for the semester in which you are taking the comprehensive exam, defending your thesis, or presenting your project. If you are not taking a class or registered for thesis or project credit, you will need to sign up for Candidate for Degree.

Candidate for Degree (CAND 5940) is available to students who have completed all required courses and requirements. For Fall 2012, go into UCDAccess and use the Enroll tab to register — don't search for the class, just enter the exact Class Nbr: **29446**. Be sure you don't have any financial, immunization or other holds on your account, or you won't be able to register.

All students MUST pay a $200 deposit or have financial aid prior to registering, even if just for Candidate for Degree.

You can register online through August 26, after which you’ll need to submit a Special Processing Form (see p. 3). This will need to be signed by your instructor/advisor and the Graduate Coordinator.

You are charged for one credit hour of tuition (currently $355), but earn 0 credits. You'll also pay the Information Technology and Student Information System (SIS) fees: $10 total.

For further information about dates, please consult the 2012-13 Master's Deadlines sheet.

WHAT IF I ALREADY PASSED MY COMPREHENSIVE EXAM AND AM JUST FINISHING THE FINAL VERSION OF MY THESIS?
You do not have to register for any credits if you've completed all the requirements for your degree, passed your exam or defended your thesis, and your committee has returned the signed Exam Report Form to the Graduate Coordinator. HOWEVER, if you still have revisions to make on your thesis before your committee will sign off on the Exam Report Form (when there is no comp. exam), you'll need to be registered for at least 1 hour of thesis/project credit or Candidate for Degree.

**HOW DO I FILL OUT THE REQUEST FOR EXAMINATION FORM?**

You fill out the Request for Examination form, in consultation with your committee chair (graduate advisor) to set the date of the exam. List all members of your committee and indicate the committee chair. Plan to schedule the exam prior to the November 16 deadline so that any revisions required by the committee can be completed by the end of the semester. It's advisable to have your advisor/committee chair initial the date of exam, since no signature line is included.

*The graduate advisor will give the student permission to proceed with scheduling the comprehensive exam/defense. It is then the student's responsibility to schedule the exam and make sure that all committee members agree to the date, time and place it will be held.*

**IS THE DEADLINE DATE FOR TAKING THE COMPREHENSIVE EXAM OR DEFENDING THESIS, REPORT OR PROJECT ABSOLUTE?**

For the most part, yes, since it allows your advisor and committee the time to make requests for revisions and for you to make them before the semester ends. Depending on departmental policies, you may be able to extend the time period if you're having trouble assembling the committee in one place at the same time or other circumstances make the date difficult to meet (your illness or for a member of your committee, difficulty in obtaining data, etc.). You MUST consult with your advisor periodically during this semester to make sure deadlines can be met, or to make alternate arrangements when problems arise.

An Exam Report Form is sent to the student's committee chair prior to the exam or defense, using the committee information provided on the Request for Graduate Exam form. Committee chairs must return all signed Exam Report Forms to the CLAS Graduate Coordinator by the time grades are due for the semester, or the student may not graduate. **These cannot be carried by the student.**

**I'M SUBMITTING A THESIS. WHAT DO I NEED TO DO?**

All theses must be submitted to the Graduate School for format review (DEADLINE: October 19). For review, submit an unbound final draft (hard copy) of the thesis to the Graduate School Office, 1380 Lawrence St., Suite 1251. Contact the office at 303-315-2183 for further information.

You will receive back a list of format revisions that must be made before the final copy is submitted. You also will be working with your graduate committee to make content revisions prior to submitting the final copy (DEADLINE: Nov. 30). The thesis is now submitted electronically, so no additional hard copies are needed.

*Information for electronic thesis submission is posted online at: [http://www.ucdenver.edu/academics/colleges/Graduate-School/student-services/Pages/ElectronicThesesandDissertations.aspx](http://www.ucdenver.edu/academics/colleges/Graduate-School/student-services/Pages/ElectronicThesesandDissertations.aspx)*

Thesis submission is done in addition to the above forms for graduation. If you miss the final semester deadline to turn in the completed thesis, you will graduate the next semester.

All CLAS master's students are required to take a minimum of four (4) credit hours of thesis in order to graduate with a thesis plan; 6 hours is the maximum, and some programs require the full 6 thesis credits.

**WHAT FORM IS NEEDED TO REGISTER FOR THESIS, PROJECT, OR INDEPENDENT STUDY CREDITS?**
Use the UC-Denver Special Processing Form, available on the Registrar's forms website: http://www.ucdenver.edu/student-services/resources/registrar/Pages/Forms.aspx
This form is also needed to register for Candidate for Degree when the online registration deadline has passed.

Instructor/graduate advisor and dean's (Graduate Coordinator) signature approvals are required; go to the Graduate School Office for signature. Until August 26, the Graduate School Office will keep the original of the form to process your registration, and an e-mail will be sent to your UC Denver student e-mail address detailing the procedure for adding this registration to your schedule. After August 26, you'll need to turn in the form to the Registrar's Office for processing (after getting instructor’s and dean’s signatures).

WHAT FORM IS NEEDED TO ADD OR DROP A COURSE, OR TO WITHDRAW ENTIRELY?

Fill out a UC-Denver Schedule Adjustment Form, available on the Registrar's forms website: http://www.ucdenver.edu/student-services/resources/registrar/Pages/Forms.aspx

Add/drop dates for Fall 2012 are:

- Add full-semester course using UCDAccess web registration August 26
- After this date, you'll need instructor’s and dean’s signatures on a Schedule Adjustment Form
- Drop full-semester course with tuition adjustment Sept. 5, 5 p.m.
- Withdraw from the semester without a charge Sept. 5, 5 p.m.

**NOTE:** After Aug. 27, you’ll pay a $100 drop charge for every course dropped, but can get a tuition refund until Sept. 5, 5 p.m.)

From Sept. 5 to Nov. 13, you may drop a course with the instructor’s signature or fully withdraw from all courses in the term with the signature of the Graduate Coordinator. There is no tuition adjustment at this time, you’ll pay the $100 drop charge per course, and signature of Financial Aid is required if you have loans, grants or scholarships.

Nov. 14 – Dec. 7: Students need instructor's and graduate coordinator's signature to drop or withdraw. December 7 is the ABSOLUTE last day to drop or withdraw without a petition and special approval from the Graduate Coordinator — NO EXCEPTIONS.

GRADUATE COORDINATOR CONTACT INFORMATION:

Jill Hutchison, the Graduate Coordinator, will be able to help you with problems and questions about registration, paperwork for graduation, and deadlines.

- Jill Hutchison
- Graduate School Office
- Lawrence Street Center, 1249
- Voice: 303-315-5879
- Fax: 303-315-5829
- E-Mail: jill.hutchison@ucdenver.edu

For specific questions about degree requirements, departmental approval of your Application for Admission to Candidacy, and to schedule your comprehensive exam or thesis/project defense, consult your graduate advisor.

FOR ANY QUESTIONS REGARDING ADMISSIONS, PLEASE CONTACT YOUR DEPARTMENT GRADUATE ADVISOR, PROGRAM ASSISTANT, OR ADMISSIONS/RECORDS (Admissions: 303-556-6129; Registration: Lindsey Apodaca, 303-556-2390)