1. Meet with the Master of Humanities/Master of Social Science Director or Associate Director to discuss required paperwork and deadlines.

2. Be certain you have finished all necessary coursework or are in the process of completing all necessary coursework before beginning thesis or project hours.

3. Your Committee:
   a. Every student who wishes to graduate must have three (3) faculty members on his/her examination committee: a Chair of the examination and two (2) other members. All committee members must have Graduate Faculty Status at CU Denver. If you are in doubt, see your MHMSS program advisor or staff member.
   b. The Chair must be a full-time faculty member in CLAS at the University of Colorado Denver or approved by the Graduate School Dean if in another CU Denver college/school.
   c. The two (2) other members may be full- or part-time but must have “graduate faculty status”.
      - One (1) member can be from outside the University of Colorado system with prior approval of the Program Director and the Graduate School.

4. Notify all committee members of their role in your exam and provide each member of the committee with a copy of this document.

5. As you begin your thesis or project, it is required that you and your committee members all meet together to establish clear expectations for the process. This includes clarifying the role of each committee member (finding out how often various members want to see your work, how regularly). Make clear how often you intend to submit work to the members, what sort of turnaround time members will need to return comments to you during the writing phase, discuss with your committee members your timetable for completion. Discuss what you will do if you cannot meet your desired time frame (e.g., one committee member will be on leave when you want to defend, or your work isn’t up to committee’s expectations and you must revise before defending). It is a good idea to take clear notes during this meeting and have all members sign off in agreement.

6. Complete your final draft of the thesis or project and provide a copy to your committee Chair/Director at least 3 weeks in advance of the date of your oral examination (or by an agreed upon time). After the committee Chair/Director has approved the final draft, you may distribute copies to your other committee members no later than three (3) weeks before the exam.

7. Arrange a Time and Place for your exam.
   a. At least one (1) month in advance of your exam, select a time and place convenient for all committee members.
   b. You can contact the MHMSS Program Assistant to book the conference room in the MHMSS office at: 303.315.3565
   c. Re-confirm these arrangements with each member of your committee once your time and place have been booked.

8. Prepare for your Oral Exam.
   a. Prepare a 10-15 minute presentation based on your thesis or project topic.
   b. Be prepared to engage in a discussion about your work, including answering any questions posed by your committee regarding your work and presentation.

9. It is a good idea to keep all your email correspondence regarding your work for reference.