## SCHEDULE OF DEADLINES FOR MASTER'S DEGREE CANDIDATES EXPECTING TO GRADUATE DURING 2011 - 2012

UNIVERSITY OF COLORADO DENVER

May 2011

Admission to the Graduate School does not constitute admission to candidacy. Completion of hours of course work does not mean a student is automatically eligible for an advanced degree. Students must have fulfilled appropriate requirements, as established by their major department and the Graduate School. The Application for Admission to Candidacy must be approved, signed and submitted as indicated below. **STUDENTS, YOU MUST CONTACT YOUR DEPARTMENT PRIOR TO THE FOLLOWING DEADLINES!**

<table>
<thead>
<tr>
<th></th>
<th>DECEMBER 2011 GRADUATION</th>
<th>MAY 2012 GRADUATION</th>
<th>AUGUST 2012 GRADUATION</th>
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<tr>
<td>Submit <strong>Application for Admission to Candidacy</strong> to the Graduate School Office, LSC 300. Applications received after this date may not be processed in time for that semester's graduation. Applications must have departmental signature when submitted.</td>
<td>September 7</td>
<td>February 1</td>
<td>June 12</td>
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<td>Submit <strong>Intent to Graduate</strong> online at: <a href="http://www.ucdenver.edu/student-services/resources/registrar/degrees/graduation/Pages/Graduation.aspx">http://www.ucdenver.edu/student-services/resources/registrar/degrees/graduation/Pages/Graduation.aspx</a></td>
<td>September 7</td>
<td>February 1</td>
<td>June 12</td>
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<tr>
<td>Submit <strong>thesis</strong> to Graduate School Office, LSC-300, ASAP for <strong>format review</strong>, but not later than</td>
<td>October 21</td>
<td>March 16</td>
<td>June 22</td>
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<td>Submit <strong>Request for Examination</strong> to the Graduate School Office (LSC 300) for final exam, report, project or thesis defense, <strong>1 week before exam</strong>, but no later than</td>
<td>November 11</td>
<td>April 6</td>
<td>June 29</td>
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<td>Last day to <strong>take final comprehensive exam or defend thesis, report or project</strong></td>
<td>November 18</td>
<td>April 13</td>
<td>July 6</td>
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<td>Submit final copies of thesis (Plan I) to the Graduate School, LSC-300, ASAP. Thesis must be complete and in final form, including all signatures (one copy must have <strong>original signatures</strong>). Two copies on 25% cotton bond and one copy on regular paper are kept by UCD. You may order additional copies if you wish. <strong>Students whose theses are received after the deadline will graduate the following semester.</strong></td>
<td>December 2</td>
<td>April 27</td>
<td>July 20</td>
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<td><strong>Grade changes</strong> should be submitted for Incomplete courses taken during previous semesters by</td>
<td>December 9</td>
<td>May 4</td>
<td>July 23</td>
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<td><strong>END OF TERM</strong></td>
<td>December 17</td>
<td>May 12</td>
<td>July 28</td>
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**These deadlines work in accordance with the required graduation deadlines set for the Schools/Colleges published by the Office of Records and Registration. Any variance from these deadlines does not guarantee graduation.**

Current as of 5/11
CLAS Contact Information
Graduate Coordinator: Jill Hutchison
E-mail: jill.hutchison@ucdenver.edu
Location: UCD Graduate School
Lawrence Street Center, Suite 300
Mailing Address: Campus Box 163; P.O. Box 173364;
Denver, CO 80217-3364
Phone: 303-315-5879  FAX: 303-315-5829

Registration
Students must be registered during the semester of their final examinations/defenses (this also applies to students working on IPs or Incompletes). Registration for submitting only the thesis is not required if the defense was held in a previous semester. A student who wishes to schedule an examination/defense between semesters may use the previous or the following semester's registration to meet this requirement (NOTE: Summer session is considered a separate semester.) For the purpose of this registration requirement, a new semester begins on the first day of instruction for that semester.

Transfer of Credit
Requests for transfer of credit from other institutions should be submitted to your department at least one semester prior to the graduation semester. A Transfer of Credit form can be obtained from the departmental offices, online, or in the Graduate School Office, LSC 300. This form must be accompanied by an original transcript from the transferring institution and sent directly to the department (not issued to student).

Thesis Information
Copies of "Guidelines for Preparing Masters Theses and Doctoral Dissertations" are available on the CLAS website at: http://www.ucdenver.edu/academics/colleges/CLAS/current-students/graduate/Policies/Thesis%20Guide.pdf Questions concerning matters not discussed in the specifications must be directed to the thesis committee chairperson.

Theses and dissertations must be submitted to the Graduate School, LSC-300, for format review before final prints are done. To discuss format requirements, please contact the Graduate School, LSC-300, Phone: 303-315-5826.

After successful format review, three reproduced or original copies of the thesis, two on bond paper with 25% cotton content, 20-24 pound weight and one on regular paper, must be submitted to the Graduate School. One copy of the thesis must contain original signatures of the committee members. The thesis must be approved by at least two professors in the major field. The University keeps all three of these copies. You may also order additional copies at this time. The binding fee is due and payable when the thesis is submitted to the Graduate School. Since fees are subject to change, contact the Graduate School at 303-315-5826 for current fees. Please note that no theses will be accepted without payment.

Commencement
Commencement is held twice a year on the Denver campus, in May and December. Students graduating in August or December are invited to attend the December commencement. If your name is on the August or December tentative graduation list, you will automatically receive information about commencement (time, place, caps, gowns, diplomas, etc.) by the middle of October, but only if your Intent to Graduate is submitted by the published deadline. Students graduating in May are invited to attend the May commencement. If your name is on the May tentative graduation list, you will automatically receive information about commencement (time, place, caps, gowns, diplomas, etc.) by the middle of March, but only if your Intent to Graduate is submitted by the published deadline. Contact the Office of the Registrar at 303-556-2389 if you do not receive information by the times indicated above.

Human Subjects Research
Students contemplating the use of human subjects in their research (includes surveys, interviews, and/or any kind of information obtained by using persons as test subjects) must obtain approval from the Human Subjects Research Committee before beginning such research. A project involving people, and which has not been reviewed by the Committee, may be disallowed. Please contact 303-315-2732 for more information.