INSTRUCTIONS FOR MASTERS' STUDENTS
PLANNING TO GRADUATE

You must type all forms.

Signature Instructions:
If you are using Adobe Acrobat reader, you will need to fill out the form, print it, and obtain hard signatures. You cannot save any changes you make to the document, so be sure to print the form once you have completed it.

If you are using Adobe Acrobat professional, you can obtain all digital signatures. To sign the form digitally, you will click on the signature box in the form. A pop up box will appear that asks what you would like to do. You can choose an existing digital ID (choose this option if you already have created a signature and follow the process you would for other forms). If you have not digitally signed a PDF before, choose “A new digital ID I want to create now” and click “next”. On the next screen, choose “New PKCS #12 digital ID file” and click “next”(If you are a Mac user, this screen will not appear. Skip this step and move onto the next one). Enter your identifying information and click “next”. On the next screen, choose a file in which to store your signature for future use and create a password. Then click “Finish”. You will then be prompted to sign the document by entering your password. Enter your password and click “sign”. You will be prompted to save the form and once you have done so your digital signature will appear.

Once you have completed the form and signed it electronically, you can email onto others to sign digitally using the mail (it looks like a small envelope) at the top of the screen.

1. **Deadlines Calendar**
   A deadline calendar is provided for your information on the Graduate School website. Please call the Graduate School at 303-724-2915 (CU Anschutz) or 303-315-2183 (CU Denver) if you have any questions. **There are no exceptions to these deadlines.**

2. **Transfer of Credit**
   To transfer credit taken at the University of Colorado as a non-degree student, simply add the courses to the Application for Admission to Candidacy. Identifying them as non-degree student credits and obtaining the signature of your advisor and program director will approve the courses for transfer and application to your degree.

   Courses taken outside of the University of Colorado system must be transferred using the transfer of credit form. You will need to have the form signed by your advisor and program director and submitted to the Graduate School, along with a transcript, the
semester prior to the term of your final exam/thesis defense. The course must be
graduate level, at least a "B-" grade or better (Pass/Fail grades are not allowed), taken
within the seven year time limit, and taken at an accredited institution.

3. Application for Graduation
The Registrar’s Office requires that students complete this diploma application at the
beginning of the term in which you will graduate. The deadline is published on the
Academic Calendar, but generally is the last day of add/drop registration for that
semester.

4. Application for Admission to Candidacy
Before you attempt to complete this form, it is suggested that you print out your transcript
and have it available. Complete the application form by entering all information. Pay
special attention to the designation of Plan I (thesis) or Plan II (non-thesis), making the
appropriate selection. On page 2, make sure your courses are listed in chronological
order (this means the oldest courses are listed first) and that you have the correct
information listed for each course. All students must have a minimum of 30 semester
hours listed (these are minimums; your program may require additional credits). The
purpose of this form is to allow your program to approve the courses you are using for
your degree (not necessarily all the courses you have taken) and to give them the
opportunity to ensure you have taken all your required courses. You may not simply
attach a transcript. All courses must have letter (A or B and + or -) grades. Courses in
which you received Honors or Pass are not acceptable toward a Master’s degree.

Once you have completed the form please reference instructions at the top of this page
regarding the signature section of the form. Regardless of if you take the form to your
advisor or email it, the responsibility still remains with YOU to make sure that the form
arrives at the Graduate School Office by the established deadline. Obtain the required
signatures, and return the form to the Graduate School by the stated deadline or at least
one month before the examination, WHICHEVER DATE COMES FIRST. If you
submit your Application Admission to Candidacy after that deadline you will be
removed from the graduation list and required to apply for the subsequent graduation date. Any
incomplete forms will be returned. When the application has been approved by the
Graduate School, you will be notified of your admission to candidacy.

5. Request for Scheduling Examination
Students should fill out this form, obtain the required signature, and return this form to
the Graduate School at least two weeks prior to the date you plan to take the
examination.

STUDENT NAME - Your name as it appears on University records. No nicknames.
STUDENT NUMBER - Check with Admissions and Records if you are unsure of this.
DEGREE/PROGRAM - e.g. MS, Nursing; MA, History
TYPE OF EXAMINATION - Self-explanatory.
DATE OF EXAM - the month/day/year that you will take exam (If your exam is done in
multiple sittings, please list the final date on which you will be testing.) Check with
advisor/program director if unsure.
TIME - the time the exam will begin.
ROOM NUMBER - list the building and room number (NOT the room's name).
THESIS TITLE - use only if you are defending a formal thesis. (Not for the publishable paper, research paper, project, or report options)
EXAMINATION COMMITTEE - All members must have current Graduate Faculty appointments. All students must have a minimum of three committee members on their committee and the committee chair must hold a Regular Graduate Faculty appointment. List each member by their full name (don't use nicknames or initials, please - we have a lot of faculty) and their graduate program affiliation per the drop down box.

CU Anschutz students: See the Graduate Faculty list online to check faculty appointment term and program affiliations. The majority of the members of the committee, including the chair, must be from the core training faculty of the degree granting program. If the faculty member has multiple program affiliations listed on the website, list your program if that is one of their affiliations or list their “sponsor” program if they are not affiliated with your program.

CU Denver students: Please contact Jessica Halliday at 303-315-2183 or Jessica.halliday@ucdenver.edu for any questions regarding the status of an appointment for a committee member.

REQUIRED APPROVAL SIGNATURES - This is your Graduate Program Director. See information at the top of this page regarding signature instructions.

6. Thesis Specifications
If you are writing a formal thesis (not a master’s project or report), the Thesis Specifications are available online. These are the required guidelines you must follow for the formatting of your thesis.

CU Anschutz students: You must complete a mandatory thesis precheck that should be scheduled prior to your defense. Please call Milinda at 303-724-2911 at least two weeks prior to your defense to schedule the precheck.

CU Denver students: You are required to submit an unbound, hard copy of your theses to the Graduate School by the deadline listed on the deadline calendar for format review.

Final copies of theses are submitted electronically and must be submitted by the published deadline. If you miss the submission deadline, you will graduate the following semester. The information regarding the electronic submission process is available online.

7. Statement of Approval (Thesis Students Only)
You must submit this form prior to the electronic submission deadline. Original
signatures of all faculty are required. This form becomes a University document so care should be taken to keep the form unblemished prior to submission to the Graduate School (no staples, folding, white out).

8. **Registration**
   All students are required to be registered during the semester in which the final exam is taken. Students who schedule their final exam or thesis defense after the last day of the semester will be required to register for the subsequent semester. If all coursework for the degree is complete at the time of the exam, students should register for the candidacy course (Anschutz-CAND 6940, Nursing-NURS 6940, Denver-CAND 5940). YOU MAY ONLY REGISTER FOR THIS COURSE ONCE. You may not be registered for any other courses when you are registered for this course.

Updated-08/08/2013