

Defense and Graduation Deadlines for Anschutz Medical Campus Thesis MS and PhD Students Academic Year 2020-2021

***** Remember: No preliminary format review required! *****

Just follow the instructions carefully; contact Dr. Cox directly for an even easier [draft] Quick Start guide. [Watch](#) how to prepare the correct forms and upload your dissertation.

Note: Download all forms directly from the [Graduate School Resources](#) page to ensure you have the most current version. Old forms can't be accepted. **Your Program Administrator should review all forms before you (or they) submit them to the Graduate School via email to Teresa Bauer-Sogi and Shawna Cox.**

Task	Fall 2020 Graduation	Spring 2021 Graduation	Summer 2021 Graduation
Submit your Application for Graduation (in your UCDAccess student portal) to notify the Registrar and GS of your intent to graduate.	Between: June 15, 2020 and September 11, 2020	Between: September 14, 2020 and February 5, 2021	Between: February 8, 2021 and June 11, 2021
Submit to your Program Administrator at least a month prior to the exam! Late requests may result in your committee not having your exam report form, which could delay your graduation.			
Submit Exam Request form to the Graduate School to schedule defense exam.	No later than: October 30, 2020	No later than: April 9, 2021	No later than: July 9, 2021
<i>MS Only:</i> Submit Application for Candidacy form to the Graduate School.	With Exam Request	With Exam Request	With Exam Request
<i>PhD Only:</i> Submit your Biosketch to the Graduate School.	With Exam Request	With Exam Request	With Exam Request
Prepare Thesis Approval form and take it to your defense exam.	By Defense Day	By Defense Day	By Defense Day
Defend your thesis or dissertation.	No later than: November 13, 2020	No later than: April 23, 2021	No later than: July 23, 2021
Submit Thesis Approval form to the Graduate School via high quality scan & email.	No later than: November 27, 2020	No later than: May 7, 2021	No later than: August 6, 2021
Submit final thesis/dissertation to ProQuest.	No later than: November 27, 2020	No later than: May 7, 2021	No later than: August 6, 2021
Make final format edits through ProQuest.	December 4, 2020	May 14, 2021	August 13, 2021
End of Term	December 11, 2020	May 21, 2021	August 20, 2021
Commencement	TBA	May 28, 2021	TBA

If you miss any of these deadlines, your degree conferral will be postponed to the next semester.

Defend by the end of the term and you just have to apply to graduate again; you do not have to register or pay for credit.

Reminders to all candidates:

- Follow the Format Requirements for Theses & Dissertations carefully.
- You must prepare and get your Thesis Approval form signed. This is separate from the Exam Report, which you will not handle. Both forms require similar signatures and are often confused (usually to the exclusion of the Thesis Approval).

Reminders to Master's candidates:

- Refer to your unofficial transcript as you type your Application for Candidacy. The number of credits indicated on the first page should be the minimum required for your program of study. Do not include failed classes or classes that were not necessary for your degree. Courses listed on the Application for Candidacy cannot be counted toward a future master's degree.
- All transfer credits must be posted before you can graduate.