



Graduate School

UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

Defense and Graduation Deadlines for Anschutz Medical Campus Thesis MS and PhD Students Academic Year 2023-2024

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

[Watch](#) how to prepare the correct forms and upload your dissertation.

Note: If you miss deadlines in the current semester, your degree conferral will be postponed to the next semester. But if you defend before the end of the current semester, you don't have to register for additional credit; just apply again to graduate in the next semester. (Example: If you defend on November 21, 2023, apply to graduate in Spring 2024 but don't register for Spring 2024.) International students should consult with the International Student and Scholar Services Office regarding their graduation end date.

| Task | Fall 2023 Graduation | Spring 2024 Graduation | Summer 2024 Graduation |
|---|--|--|--|
| Submit your Application for Graduation (in your UCDAccess student portal) to notify the Registrar and GS of your intent to graduate. | Between: June 12, 2023 and September 8, 2023 | Between: September 11, 2023 and February 2, 2024 | Between: February 5, 2024 and June 7, 2024 |
| 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 27, 2023 | No later than: April 5, 2024 | No later than: July 5, 2024 |
| <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 10, 2023 | No later than: April 19, 2024 | No later than: July 19, 2024 |
| Submit Thesis Approval form to the Graduate School via high quality scan & email. | No later than: December 1, 2023 | No later than: May 3, 2024 | No later than: August 2, 2024 |
| Submit final thesis/dissertation to ProQuest. | No later than: December 1, 2023 | No later than: May 3, 2024 | No later than: August 2, 2024 |
| Make final format edits through ProQuest. | December 8, 2023 | May 10, 2024 | August 9, 2024 |
| End of Term | December 15, 2023 | May 17, 2024 | August 16, 2024 |
| Commencement | December 16, 2023 | May 20, 2024 | TBA |

Reminders to all candidates:

- Follow the [Format Guide for Theses & Dissertations](#) carefully. The ProQuest link and instructions for submitting your thesis to ProQuest are also included in the Format Guide.
- Download all forms directly from [Graduate School Resources](#) to ensure you have the most current version.
- Your program administrator should review all forms before you (or they) submit to the Graduate School.
- 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 submit your Application for Candidacy.