

**University of Colorado Denver - Downtown Campus**  
**Schedule of Deadlines for MASTERS CANDIDATES**  
**Expecting to Graduate DURING 2009-2010**  
*(revised May 2009)*

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 filled appropriate requirements, as established by their major departments and the Graduate School. The Application for Admission to Candidacy must be approved and submitted as indicated below. **STUDENTS, YOU MUST CONTACT YOUR DEPARTMENT PRIOR TO THE FOLLOWING DEADLINES!**

	<b><u>DECEMBER 2009 GRADUATION</u></b>	<b><u>MAY 2010 GRADUATION</u></b>	<b><u>AUGUST 2010 GRADUATION</u></b>
Submit <b>Application for Admission to Candidacy to SPA</b> . Applications received after this date may not be processed in time for that semester's graduation. Applications must have departmental approval when submitted.	September 2	February 3	June 15
Submit " <b>Intent to Graduate</b> " online at: <a href="https://admin.cudenver.edu/reg/">https://admin.cudenver.edu/reg/</a> . Fax or email PDF of submission to <b>SPA</b> .	September 2 <i>(census date)</i>	February 3 <i>(census date)</i>	June 15 <i>(census date)</i>
Submit <b>thesis to Graduate School Office (LSC-300) ASAP for format review</b> but no later than:	October 23	March 26	June 25
Submit <b>Presentation Scheduling Form to SPA</b> for thesis defense, <i>1 week before exam</i> , but no later than:	November 6	April 9	July 2
Last day to <b>defend thesis</b> .	November 13	April 16	July 9
<b>Last day to submit final copy of thesis (Plan I) to the Graduate School (LSC-300) ASAP.</b> Thesis must be complete and in final form, <u>including all signatures (one copy must have original signatures)</u> . Two copies on thesis bond and one copy on regular paper are kept by UCD. You may order additional copies to be bound if you wish. Students whose theses are received after the deadline will graduate the following semester. Also, grade changes should be submitted for any incomplete courses taken during the previous semesters.	November 30	May 3	July 19
<b>END OF TERM</b>	December 12	May 15	July 31

**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.**

(OVER)

## Registration

Students must be registered during the semester of their final examinations/defenses (**this also applies to students working on IPs or IWs**). 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. Transfer of Credit forms can be obtained from SPA.

## Thesis Information

The "Guidelines for Preparing Masters' and Doctoral Theses" are available the Graduate School website under student resources. Questions concerning matters not discussed in the specifications must be directed to the thesis committee chairperson.

Theses must be submitted to the Graduate School, LSC-300, for format review before final prints are done.

After successful format review, three reproduced or original copies of the thesis, two on thesis bond 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 to be bound 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 Downtown 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 received on time**. 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 received on time**. 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 humans as test subjects) must obtain approval for the Human Subjects Research Committee before beginning such research. A project involving humans, which has not been reviewed by the Committee, may be disallowed. Please contact 303-315-5827 for more information.