

Defense and Graduation Deadlines for Anschutz Medical Campus Thesis MS and PhD Students Academic Year 2021-2022

***** 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 2021 Graduation	Spring 2022 Graduation	Summer 2022 Graduation
Submit your Application for Graduation (in your UCDAccess student portal) to notify the Registrar and GS of your intent to graduate.	Between: June 14, 2021 and September 10, 2021	Between: September 13, 2021 and February 4, 2022	Between: February 7, 2022 and June 10, 2022
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 29, 2021	No later than: April 8, 2022	No later than: July 8, 2022
<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 19, 2021	No later than: April 22, 2022	No later than: July 22, 2022
Submit Thesis Approval form to the Graduate School via high quality scan & email.	No later than: December 3, 2021	No later than: May 6, 2022	No later than: August 5, 2022
Submit final thesis/dissertation to ProQuest.	No later than: December 3, 2021	No later than: May 6, 2022	No later than: August 5, 2022
Make final format edits through ProQuest.	December 10, 2021	May 13, 2022	August 12, 2022
End of Term	December 17, 2021	May 20, 2022	August 19, 2022
Commencement	TBA	May 27, 2022	TBA

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

Defend by the end of the current 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.