

**DEADLINES FOR DOWNTOWN DENVER CAMPUS STUDENTS
PLANNING TO GRADUATE DURING 2019-2020 ACADEMIC YEAR**

LAST DAY TO:	DECEMBER 2019 FALL GRADUATION	MAY 2020 SPRING GRADUATION	AUGUST 2020 SUMMER GRADUATION
<i>MCJ & CLAS Master's students only:</i> Submit Application for Admission to Candidacy to the Graduate School.	September 4, 2019	February 5, 2020	June 16, 2020
Submit your Application for Graduation (must be completed through your UCDAccess student portal) to notify the university of your intent to graduate this term.	September 4, 2019	February 5, 2020	June 16, 2020
Email your thesis/dissertation to Stephanie.Puello@ucdenver.edu for format review . Needs to be a PDF.	November 1, 2019	March 27, 2020	June 26, 2020
<i>All doctoral students and CLAS & MCJ Master's students:</i> Submit Request for Examination to the Graduate School for final examination.	2 weeks prior to exam No later than: November 8, 2019	2 weeks prior to exam No later than: April 3, 2020	2 weeks prior to exam No later than: July 3, 2020
Take final Master's comprehensive exam; defend thesis, project, or report; defend dissertation. Thesis/dissertation students: Take thesis approval form to your defense.	November 22, 2019	April 17, 2020	July 17, 2020
Submit Thesis Approval Form (thesis/dissertation students only) to the Graduate School.	Prior to submission No later than: November 29, 2019	Prior to submission No later than: April 24, 2020	Prior to submission No later than: July 24, 2020
Submit final thesis/dissertation to ProQuest .	November 29, 2019	April 24, 2020	July 24, 2020
Complete Exit Survey via emailed link	November 29, 2019	April 24, 2020	July 24, 2020
END OF TERM	December 14, 2019	May 16, 2020	August 1, 2020
COMMENCEMENT CEREMONY	December 14, 2019	May 16, 2020	December 12, 2020 (tentative)

In case any of the posted deadlines are missed, the graduation will have to be postponed to the next semester. All forms should be submitted electronically to Stephanie.Puello@ucdenver.edu and must be typed. The Thesis Approval form can be accepted electronically if submitted by a program director or administrator.

Students must be registered at the time they undertake the comprehensive and/or final examinations as well as during their thesis or dissertation defense.

Reminder to Thesis/Dissertation Candidates:

- Your thesis/dissertation must comply with the [Format Guide upon submission](#) for format review.

Reminders to Candidates:

- Transfer credit requests must be approved by the program and submitted to the Graduate School *at least one semester* prior to when the student defends/graduates. Transfer credit requests that are submitted in the last semester **cannot** be listed on the Application to Candidacy and will not count toward graduation credits.
- To complete the application for candidacy, print a copy of your unofficial transcript and refer to it as you complete your Application for Candidacy. Please only include courses that count directly toward your degree. Do not include any failed classes, any classes with a grade below a B- (**if your program accepts a B- for graduation**), withdrawn courses, or any classes you were enrolled in that are not required/permitted for your degree. The number of credits indicated on the first page of the Application for Candidacy Form (confirmed by your program) should be the minimum number of credits that are required for graduation, not the total of number of credits you have earned.