

**UNIVERSITY OF COLORADO AT DENVER AND HEALTH SCIENCES CENTER
HEALTH SCIENCES CENTER CAMPUSES
GRADUATE SCHOOL**

**INSTRUCTIONS
FOR COMPLETING FORMS FOR MASTERS' STUDENTS PLANNING TO
TAKE THE FINAL COMPREHENSIVE EXAMINATION AND GRADUATE**

1. **Deadlines for Master's Students Planning to Graduate.** This sheet is provided for your information. Please call the Graduate School at 303-315-7928 if you have any questions. The Application for Graduation form is due one month prior to your comprehensive examination or by the deadline listed, **WHICHEVER DATE COMES FIRST**. **There are no exceptions to these deadlines.**

2. **Application for Graduation.** The application can be completed in one of the following two ways. Nursing students must complete Option 1. Regardless of which option you choose, all students must have at a minimum 30 semester hours listed (these are minimums, your program may require more.) Obtain the required signatures, and return the form to the Graduate School **by the stated deadline or at least one month** before the examination, **WHICHEVER DATE COMES FIRST**. If you submit your Application for Graduation after that deadline you will be placed on the graduation list for the subsequent graduation date. Any incomplete forms will be returned. When the application has been approved by the Graduate School, you will be sent a card informing you of your admission to candidacy.

Option 1: Complete the enclosed application form, paying special attention to the designation of Plan I (thesis) or Plan II (non-thesis). If CHAP students elect to use this option, they should make a copy of the back of the form before completing it in order to have enough space to list all their classes. Make sure your courses are listed in chronological order (that means the earliest courses are listed first) and that you have the correct number of hours for your program (check with your program advisor).

Option 2: (Basic Science and CHAP students only - Nursing students must complete Option 1). Students choosing this option should complete the front of the application form, paying special attention to the designation of Plan I (thesis) or Plan II (non-thesis). To do this: go to www.uchsc.edu/student/index.htm, and in the **Student Admissions and Records** section, click on **Registration and Records**, click on **Student Sign-on Page**, complete the sign-on process and click on the **Records** button at the bottom, then click on the **Degree Progress** button at the bottom. You will be asked for some information about your program but just keep the default settings and hit the submit button. The result is a degree audit report that you can print and attach to your Application for Graduation.

3. **Request for Scheduling Examination.** Fill out form, obtain the required signature, and return this to the Graduate School **at least two weeks** prior to the date you plan to take the Examination.

STUDENT NAME - Your name **as it appears on University records**. No nicknames.

STUDENT NUMBER - Check with Admissions and Records if you are unsure of this.

DEPARTMENT OR SCHOOL - e.g. - Public Health, Nursing, Child Health Associate.

TYPE OF EXAMINATION - Self-explanatory.

DATE OF EXAM - the month/day/year that you will take exam. Check with program advisor if unsure.

TIME - the time the **exam** will begin.

ROOM NUMBER - list the building and room number (NOT the room's name).

THESIS TITLE - use **only** if you are defending a **formal thesis**. (Not for the publishable paper or research paper option)

EXAMINATION COMMITTEE - All members must have current Graduate Faculty appointments. The chair of the committee must hold a regular appointment in the Graduate School. **Master of Science** students must have a minimum of three faculty members on their committee. The majority of the members of the committee, including the chair, must be from the core training faculty of the degree granting program. List each member by their **full name** (don't use nicknames or initials, please - we have a lot of faculty) and their program affiliation (if more than one, list only the one that applies to your program of study).

REQUIRED APPROVAL SIGNATURES - For **Nursing** students, this is Dr. Marlaine Smith or her designated representative. For **Basic Science and CHA** students, this would be your Graduate Program Director (not necessarily your advisor or the department head).

4. **Diploma Card.** Complete this card and submit it to the Registrar's Office by the posted deadline. The deadline is usually 2-3 months before graduation. Another option is to complete the card on the Web and submit it electronically. To do this: go to <http://www.uchsc.edu/student/diplapp.htm>. Complete the application and submit. Either method is fine, you need only pick one. If this form is turned in late, you may not receive a diploma on graduation day. Please do not turn this form into the Graduate School.
5. **Thesis Specifications.** If you are writing a formal thesis, please obtain the Thesis Specifications from the Graduate School office. Check with your program to see if they have further specifications.
6. **Registration.** Students are required to be registered during the term in which the final exam is taken. Students who schedule their final exam or thesis defense after the last day of a given term will be required to register for the subsequent term. If all coursework for the degree is complete at the time of the exam, students should register for the candidacy course (CAND 6940 or NURS 6940 for Nursing students). This is a one credit, pass/fail course.