

**UNIVERSITY OF COLORADO DENVER
ANSCHUTZ MEDICAL CENTER GRADUATE SCHOOL**

**DEADLINES FOR STUDENTS PLANNING TO GRADUATE
2008/09 Academic Year**

| GRADUATION DATES and DEADLINES (You may need to check your program information for earlier graduation deadlines.) | | | LAST DAY TO: |
|---|------------------------------|------------------------|---|
| AUGUST 8/15/08 | DECEMBER 12/12/08 | MAY 5/22/09 | |
| June 2 | October 1 | March 2 | <u>M.S./M.S.C.S./M.S.P.H. only</u> - Submit the <i>Application for Graduation</i> . (Must be submitted on this date or at least one month prior to the Final Comprehensive Examination or Thesis Defense, WHICHEVER DATE COMES FIRST.) |
| N/A | N/A | April 1 | <u>PhD's only who want to participate in Commencement activities</u> - Must schedule their PhD thesis defense for no later than April 1 st in order to be invited to participate (walk) in the Commencement ceremony in May. Other listed deadlines apply to those that may still graduate in May, but not participate in the ceremony. |
| July 11 | November 5 | April 17 | Submit the <i>Request for Scheduling Exam</i> form (due at least two weeks prior to the Final Exam or Thesis Defense.) |
| July 25 | November 19 | May 1 | Take the Final Exam/Thesis Defense . |
| July 25 | November 19 | May 1 | Last day to schedule a thesis precheck of specifications (mandatory). |
| August 1 | November 26 | May 8 | Submit FINAL copy of thesis to the Graduate School. |

MASTER'S CANDIDATES: It is strongly recommended that you request a copy of your CU transcript from the Registrar's Office (Room 3202, 303-724-8059) or access it on-line at <https://hydra.cusys.edu/pinnacle/sishome1.hs.htm> a month prior to filling out the *Application for Graduation*. Any *Application* with significant errors will be returned to your advisor for reapproval and may jeopardize the timeliness of your graduation. Be careful to be accurate!

OTHER DEADLINES YOU NEED TO BE AWARE OF:

DIPLOMA CARD - This needs to be submitted to the Registrar's Office early in the term in which you plan to graduate. This form makes sure that 1) your name is correct; 2) you have a diploma ready on graduation day; and 3) you can get your diploma in the mail if you cannot pick it up (there is a fee for mailing). The URL to submit this card on-line is: <http://www.uchsc.edu/student/diplapp.php>.

FINANCIAL CLEARANCE FORM - While this form is no longer required, it is the student's responsibility to make sure that all financial obligations at the University are met prior to graduation.

TRANSFER OF CREDIT - All transfer of credit requests should have been made the term prior to the one in which you plan on graduating. UNDER NO CIRCUMSTANCES will you be able to transfer credit taken at another university in the term you wish to graduate and still graduate in that term (i.e., if you take a course at another school in the spring term, you cannot transfer that course and expect to graduate in May, you must allow at least one term for processing - you would graduate in August).