

**DEADLINES FOR DOWNTOWN DENVER CAMPUS STUDENTS  
PLANNING TO GRADUATE DURING THE 2023-2024 ACADEMIC YEAR**

**DEADLINES FOR NON-THESIS MASTER'S STUDENTS & EdD STUDENTS**

REQUIREMENTS FOR GRADUATION:	DECEMBER 2023 FALL GRADUATION	MAY 2024 SPRING GRADUATION	AUGUST 2024 SUMMER GRADUATION
Mater's students only (MCJ Exempt): Submit Application for Admission to Candidacy form to your Program Director or Dean	September 6, 2023	January 31, 2024	June 11, 2024
Submit Application for Graduation (through UCDAccess student portal) to notify the University of intent to graduate	September 6, 2023	January 31, 2024	June 11, 2024
	2 weeks prior to exam	2 weeks prior to exam	2 weeks prior to exam
Submit Request for Examination to your Program Director or Dean to schedule final examination/defense	No later than: November 24, 2023	No later than: April 19, 2024	No later than: July 12, 2024
Take final Master's comprehensive exam OR defend project, report, capstone, portfolio, or dissertation	December 8, 2023	May 3, 2024	July 26, 2024
Complete Exit Survey via e-mailed link	December 15, 2023	May 17, 2024	July 26, 2024
END OF TERM	December 16, 2023	May 11, 2024	July 27, 2024
COMMENCEMENT CEREMONY	December 16, 2023	May 11, 2024	December TBD

**DEADLINES FOR THESIS MASTER'S STUDENTS & PhD/PsyD STUDENTS**

REQUIREMENTS FOR GRADUATION:	DECEMBER 2023 FALL GRADUATION	MAY 2024 SPRING GRADUATION	AUGUST 2024 SUMMER GRADUATION
Mater's students only (MCJ Exempt): Submit Application for Admission to Candidacy form to your Program Director or Dean	September 6, 2023	January 31, 2024	June 11, 2024
Submit Application for Graduation (through UCDAccess student portal) to notify the University of intent to graduate	September 6, 2023	January 31, 2024	June 11, 2024
Submit thesis/dissertation as a PDF for format review via email	November 3, 2023	March 29, 2024	June 28, 2024
	2 weeks prior to exam	2 weeks prior to exam	2 weeks prior to exam
Submit Request for Examination to your Program Director or Dean to schedule final defense	No later than: November 10, 2023	No later than: April 5, 2024	No later than: July 5, 2024
Prepare Thesis Approval form and submit to defense chair	Prior to Defense Day	Prior to Defense Day	Prior to Defense Day
Defend thesis or dissertation	November 24, 2023	April 19, 2024	July 19, 2024
Submit Thesis Approval form to the Dean of your School or College	December 8, 2023	May 3, 2024	July 26, 2024
Submit final thesis/dissertation to ProQuest	December 8, 2023	May 3, 2024	July 26, 2024
END OF TERM	December 16, 2023	May 11, 2024	July 27, 2024
COMMENCEMENT CEREMONY	December 16, 2023	May 11, 2024	December TBD

**REMINDERS**

- 1) Students may be asked to make revisions by the exam committee. Be sure to **factor in time for revisions** when scheduling your exam/defense date rather than waiting until the deadline.
- 2) If any of the posted deadlines are missed, **graduation will be postponed to the next semester**. Students will be required to resubmit an application for graduation on their UCDAccess portal as it is not automatically deferred.
- 3) All forms should be **typed and signed electronically**.
- 4) Students **must be registered** in the semester in which they undertake comprehensive or final examinations as well as during the thesis, project, or dissertation defense.
- 5) Theses/dissertations should comply with the Format Guide **upon submission** for format review.
- 6) Transfer credit requests must be approved by the program and submitted **at least one semester prior** to the semester in which a master's student graduates or a doctoral student takes the comprehensive exam.