

## SCHEDULE OF DEADLINES FOR UCCS GRADUATE DEGREE CANDIDATES EXPECTING TO GRADUATE DURING 2018-2019

To be eligible for graduation, students must have fulfilled the appropriate requirements as established by their program and the Graduate School. The student must have a completed approved Application for Admission to Candidacy for an Advanced Degree and Online Diploma Card turned in as indicated below. Students must have completed all coursework; and (*Program Specific*) successfully *Defended Thesis/Dissertation, Capstone, Project, Report*. Procedures and Deadlines\* required are described below: **By the Semester Desired for Graduation and Participation in Commencement**

(updated: July 2018)

	<b>Fall Grads 2018</b> Commencement Dec 2018	<b>Spring Grads 2019</b> Commencement May 2019	<b>Summer Grads 2019</b> Commencement Dec 2019
Student submit Completed Application for Admission to Candidacy forms to Department/Program	Due to Program by September 14 <sup>th</sup> (unless your program specifies an EARLIER deadline)	Due to Program by February 8 <sup>th</sup> (unless your program specifies an EARLIER deadline)	Due to Program by June 14 <sup>th</sup> (unless your program specifies an EARLIER deadline)
Programs Submit Application for Admission to Candidacy, along with any necessary additional forms to Graduate School: ( <i>Transfer of Credit, Unclassified Credit, Unofficial Transcript</i> )	Due to the Graduate School by September 21st	Due to the Graduate School by February 15 <sup>th</sup>	Due to the Graduate School by June 21 <sup>st</sup>
<i>Student submit online Diploma Card</i>	Through Student Portal by September 14 <sup>th</sup>	Through Student Portal by February 8 <sup>th</sup>	Through Student Portal by June 14 <sup>th</sup>
<b>Last day for Final Thesis/Dissertation Defense*</b>	No later than November 16 <sup>th</sup> (Friday)	No later than April 19 <sup>th</sup> (Friday)	No later than July 5 <sup>th</sup> (Friday)
<b>Thesis/Dissertation to the Graduate School*</b> Electronic copy accepted; submit hard copy, binding fee, approval of format form, Signature and Agreement form to Graduate School	December 13 <sup>th</sup> by 5:00 pm. all items must be submitted and approved by that time to be eligible for graduation	May 16 <sup>th</sup> by 5:00 pm. all items must be submitted and approved by that time to be eligible for graduation	August 2 <sup>nd</sup> by 5:00 pm. all items must be submitted and approved by that time to be eligible for graduation
Program approved Candidacy Forms due to the Graduate School Dean for Final Audit to include all necessary forms: ( <i>Transfer of Credit, Unclassified Credit, Unofficial Transcript</i> )	By January 4	By May 24 <sup>th</sup>	By Aug. 12
Program Department Confirmed Lists due to the Dean of the Graduate School	By January 4	By May 24 <sup>th</sup>	By Aug. 12

**These deadlines will insure graduation during the semester desired. If a defense is held past this deadline, but prior to the start of the next semester, registration for the next semester is not required, but the degree will be awarded the following semester. NOTE: Departments/ Programs may have other deadlines, which must be met by students.** Students should ascertain and satisfy such requirements as specified by the department/program advisor. Copies of the UCCS Thesis/Dissertation Manual are available on the Graduate School website. Students preparing a Thesis/Dissertation/Capstone should consult their advisor and the manual early on in the preparation process. **Students using human subjects/animals and/or biohazards in research must obtain approval from the appropriate institutional committee before beginning such research.** <http://www.uccs.edu/~osp> . Visit the Commencement website: <http://www.uccs.edu/~commencement>