

Defense and Graduation Deadlines for Anschutz Medical Campus Thesis MS and PhD Students Academic Year 2023-2024

*** Remember: No preliminary format review required! ***

[Watch](#) how to prepare the correct forms and upload your dissertation.

Note: If you miss deadlines in the current semester, your degree conferral will be postponed to the next semester. But if you defend before the end of the current semester, you don't have to register for additional credit; just apply again to graduate in the next semester. (Example: If you defend on November 21, 2023, apply to graduate in Spring 2024 but don't register for Spring 2024.)

Task	Fall 2023 Graduation	Spring 2024 Graduation	Summer 2024 Graduation
Submit your Application for Graduation (in your UCDAccess student portal) to notify the Registrar and GS of your intent to graduate.	Between: June 12, 2023 and September 8, 2023	Between: September 11, 2023 and February 2, 2024	Between: February 5, 2024 and June 7, 2024
Submit to your Program Administrator at least a month prior to the exam! Late requests may result in your committee not having your exam report form, which could delay your graduation.			
Submit Exam Request form to the Graduate School to schedule defense exam.	No later than: October 27, 2023	No later than: April 5, 2024	No later than: July 5, 2024
<i>MS Only:</i> Submit Application for Candidacy form to the Graduate School.	With Exam Request	With Exam Request	With Exam Request
<i>PhD Only:</i> Submit your Biosketch to the Graduate School.	With Exam Request	With Exam Request	With Exam Request
Prepare Thesis Approval form and take it to your defense exam.	By Defense Day	By Defense Day	By Defense Day
Defend your thesis or dissertation.	No later than: November 10, 2023	No later than: April 19, 2024	No later than: July 19, 2024
Submit Thesis Approval form to the Graduate School via high quality scan & email.	No later than: December 1, 2023	No later than: May 3, 2024	No later than: August 2, 2024
Submit final thesis/dissertation to ProQuest.	No later than: December 1, 2023	No later than: May 3, 2024	No later than: August 2, 2024
Make final format edits through ProQuest.	December 8, 2023	May 10, 2024	August 9, 2024
End of Term	December 15, 2023	May 17, 2024	August 16, 2024
Commencement	December 16, 2023	May 20, 2024	TBA

Reminders to all candidates:

- Follow the [Format Guide for Theses & Dissertations](#) carefully. The ProQuest link and instructions for submitting your thesis to ProQuest are also included in the Format Guide.
- Download all forms directly from [Graduate School Resources](#) to ensure you have the most current version.
- Your program administrator should review all forms before you (or they) submit to the Graduate School.
- You** must prepare and get your Thesis Approval form signed. This is separate from the Exam Report, which you will not handle. Both forms require similar signatures and are often confused (usually to the exclusion of the Thesis Approval).

Reminders to Master's candidates:

- Refer to your unofficial transcript as you type your Application for Candidacy. The number of credits indicated on the first page should be the minimum required for your program of study. Do not include failed classes or classes that were not necessary for your degree. Courses listed on the Application for Candidacy cannot be counted toward a future master's degree.
- All transfer credits must be posted before you submit your Application for Candidacy.