



# Department of History

COLLEGE OF LIBERAL ARTS AND SCIENCES  
UNIVERSITY OF COLORADO DENVER

## Graduate Student Basic Timeline: Comprehensive Exams & Theses/Projects

This document aims to serve graduate students as a **basic** timeline of what they should expect and what actions they should be taking throughout their graduate program. For official deadlines, always refer to the [CU Denver Graduate School website](#). As always, students can always contact the History Department’s Graduate Advisor with questions.

### Comprehensive Exam Timeline

At this time in the program.....	Students should be doing.....
No later than the second semester <i>or</i> the completion of four courses	Establish major/minors with the help of the Graduate Advisor.
By the end of the third semester	Students must work with faculty members to establish a major advisor and a minor advisor.
Two semesters before you intend to take the Comprehensive Exam	Begin working with your major/minor advisors to create a reading list. Comprehensive exam questions revolve around student’s prepared reading lists.
One semester before you intend to take the Comprehensive Exam	Consult with your advisors and choose a Third Reader. Contact this person.
The first two weeks in the semester in which you intend to take the Exam	<ol style="list-style-type: none"> <li>1. You should confirm your readiness to take the exam with your professors in the first two weeks of the semester in which you intend to take your exam. If you intend to graduate, you will also need to make sure you take your exam before the Graduate School’s deadlines for graduation.</li> <li>2. Once you and your advisors have agreed that you are ready, coordinate with all three advisors to set a date for the exam.</li> </ol>
One month before you take the Exam	<ol style="list-style-type: none"> <li>1. Contact the Program Assistant to schedule the distribution of the written comp exam and reserve the room for the exam defense.</li> <li>2. Send a request to the Graduate School (Stephanie Puello) with the names of your committee to obtain the Request for Examination form.</li> </ol>

	<p>3. If you are not taking classes during the semester you are doing the comps exam, you will need to sign up for a one-credit exam course.</p>
One week before you take the Exam	<p>Make sure your committee has sent the exam questions to the Program Assistant. Send a nice reminder to both, just in case!</p>
On the day of the Exam	<p>The Program Assistant will send you your Comprehensive Exam questions to you via email at 9am. Two questions for your major field and one question for your minor field. You will have five days to complete the exam. When you are finished, send your three essays back to the Program Assistant by email, along with the signed Honor Pledge.</p>
Within ten days of the written Exam Portion	<p>Meet with your exam committee on the scheduled date for your oral exam/exam defense.</p> <p>After a successful exam defense, your committee will sign the examination form and the chair will send the form to the Graduate School (Stephanie Puello).</p>
Fall and Spring Deadlines	<p><b>Double check</b> <a href="#">Graduate School deadlines</a> for final completion deadline. Typically, in the Fall semester, the deadline is around November 20, and in the Spring semester, around April 15.</p> <p>Again, <b>double check deadlines</b> as they can change from year to year.</p>

## Thesis or Project (Public History or Pedagogical) Timeline

At this time in the program.....	Students should be doing.....
By the beginning of your second year	Students should decide if they are going to complete a thesis or a project. Then begin to assemble thesis committee. Usually the major advisor of your exam committee is the chair of your thesis committee, but the other two readers may be different.
During the first week of the semester you wish to defend your thesis/project and graduate	<p>You must obtain and submit two forms to the Graduate School:</p> <ol style="list-style-type: none"> <li>1. Submit the Application for Admission to Candidacy to the Graduate School.</li> <li>2. Submit the Application for Graduation to the Graduate School.</li> </ol>
During the first two weeks of the semester you wish to defend your thesis/project and graduate	<p>Meet with your thesis committee chair to set up your final semester timeline.</p> <ol style="list-style-type: none"> <li>1. <a href="#">Check deadlines at the Graduate School</a> for the thesis format review and defending the thesis. Your defense date should be a minimum of two weeks before the Graduate School's deadline for final submission of your thesis.</li> <li>2. Establish with your primary advisor a deadline for submitting a final draft; this should be no later than one month before your thesis defense date.</li> <li>3. No later than two weeks before your defense date you must submit a final draft of the thesis to the entire committee.</li> </ol>