

Master of Humanities and Master of Social Science

Graduation Process Worksheet

(Contact the MHMSS department with any questions regarding paperwork or deadlines)

1. **Meet with MHMSS Advisor to discuss required paperwork and deadlines.**
2. **Finish all necessary course work.** Meet with your advisor to go over and complete the plan of study worksheet.
3. **Enroll in either Research Perspectives in the Interdisciplinary Humanities HUMN 5924 (MH) or Research Perspectives in the Interdisciplinary Social Science SSCI 5023 (MSS).**
4. **Develop Proposal.**
5. **Organize your committee:**
 - a. Every student who wishes to graduate must have at least three (3) faculty members on his/her examination committee: a Chair of the examination and at least two (2) other members. On any committee, the majority of members must have Graduate Faculty status at CU Denver (Graduate Faculty Approval, or GFA). If you are in doubt, see your MHMSS program advisor or staff member.
 - b. The Chair must be a full-time faculty member at the University of Colorado Denver.
 - c. The two (2) other members may be full-time, part-time, or a member of the community but at least one of them must have Graduate Faculty Status
 - d. One (1) member can be from outside the University of Colorado system. However, they must have expertise in the student's research topic. The member must be able to provide feedback, mentor, and attend the student's defense. **Let your committee members know of their role in your exam and provide them with the "MHMSS Thesis/Project Writing and Oral Exam Instructions."**
6. **Meet with each of your committee members to discuss their involvement and clarify the expectations of all parties involved.**
7. After you have completed SSCI 5023/HUMN 5924, submit **Thesis/Project Proposal Approval Form. Your committee members will want to receive a copy of your final Proposal with the form.** Once the form is signed by all committee members, send to one of the MHMSS Program directors for final approval.

***NOTE:** You must get department/advisor approval before registering for thesis/project hours. To do so, submit your completed Proposal Approval Form.
8. **Enroll in thesis or project hours. You must have completed all necessary coursework prior to enrolling in thesis/project hours.**

- a. Complete a “Special Processing Form” with your committee Chair. You must also obtain approval from your MHMSS program adviser if they are not serving as your committee Chair.
 - i. Thesis hours: HUMN 5950 or SSCI 6950
 - ii. Project Hours: HUMN 5960 or SSCI 6960
 - b. Submit form to Graduate School
 - c. Enroll in thesis/project hours and begin writing.
9. Submit **Application for Admission to Candidacy**. The form must be completed electronically. Students can download the form from the Graduate School website under the “Current Students, Faculty, and Staff” tab: <https://graduateschool.ucdenver.edu/>. Applications received after the deadline will not be processed in time for that semester's graduation. Applications must have departmental signature when submitted. **Be aware of deadlines for this document.**
10. Apply for Graduation through UCDAccess. **Be aware of deadlines for this document.**
11. Start working with your thesis/project Chair on edits and revisions to your thesis/project. This takes time and should be coordinated with your Chair over the course of the semester prior to submitting your final draft to your committee members for your defense.
12. After your committee Chair/Director has approved the final draft, you may distribute copies to your other committee members *no later than* three (3) weeks before the exam. **Be aware of deadlines.**
13. **Submit thesis** to the Graduate School via email as a .pdf, by the required deadline **for format review**.
14. **Arrange a Time and Place for your exam.**
- a. At least one (1) month in advance of your exam, select a time and date convenient for all committee members. You will need to reserve a room for the defense.
 - b. You can contact the MHMSS Program Assistant to book the MHMSS conference room at: (303)315-3565 or for assistance booking another room.
15. **Re-confirm these arrangements with** each member of **your committee** once your time and place have been booked.
16. Submit your **Exam Request Form** to the Graduate School Office for final exam, report, project or thesis defense, **2 weeks before exam**. This form needs to be filled out electronically. You can find the form on the Graduate School website under the “Current Students, Faculty, and Staff” tab: <https://graduateschool.ucdenver.edu/>. **Be aware of deadlines for this document.**
17. **Prepare for your Oral Exam.** For more information see “Oral Exam Instructions.”
- a. Prepare a **10-15 minute presentation** based on your thesis or project topic.

- b. Be prepared to engage in a discussion about your work, including answering any questions posed by your committee regarding your work and presentation.
18. If you are doing a thesis, you must bring the **Thesis Approval Form** to your defense. You are ultimately responsible for ensuring that this form is submitted to the Graduate School. Your thesis chair may assist you with collecting these signatures. The form can be found on the Graduate School website under the "Current Students, Faculty, and Staff" tab: <https://graduateschool.ucdenver.edu/>. **Be aware of deadlines for this document.**

***NOTE:** The form can be signed electronically, or in cases where that is not an option, an e-mail to the program director from the signee will be accepted.
19. **Oral Exam**
20. **Final copies of the thesis are submitted electronically by the deadline.** The directions for electronic submission can be found online: <https://www.etdadmin.com/main/home?siteId=370>
21. Submit one hard bound copy of your thesis or 3-ring binder for your project to the Program Assistant for the department library.
22. **Final Grade Changes:** Submitted by Chair