

# 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 Directed Readings and Research in the Humanities HUMN 5924 (MH) or Research Perspectives in Social Science SSCI 5023 (MSS).**
4. **Develop Proposal.**
5. **Organize your committee:**
  - a. Every student who wishes to graduate must have three (3) faculty members on his/her examination committee: a Chair of the examination and two (2) other members. All committee members must have Graduate Faculty Status at CU Denver. 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- or part-time but must have "graduate faculty status."
  - d. One (1) member can be from outside the University of Colorado system with prior approval of the Program Director and the Graduate School. (Three members: two readers and one chair). **Let them know of their role in your exam and provide them with the "MHMSS Thesis/Project Writing and Oral Exam Instructions."**
6. **Meet with your committee members to discuss their involvement, and clarify the expectations of all parties involved.**
7. Submit **Thesis/Project Proposal Approval Form**

**\*NOTE: You must get department/advisor approval before registering for thesis/project hours by taking them your complete 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 "Special Processing Form" with committee chair
  - 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 MHMSS website under the “MHMSS Important Docs” tab: <http://clas.ucdenver.edu>. Applications received after the deadline may 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. **Complete your final draft of the thesis or project and provide a copy to your committee Chair/Director at least 5 weeks in advance of the date of your oral examination (or by an agreed upon time)**. For more information see the “Thesis/Project Guidelines.” After the 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 for this document.**
12. **Submit thesis** to Graduate School Office, LSC-1251, ASAP **for format review. Electronic copies are not accepted for format review.**
13. **Arrange a Time and Place for your exam.**
  - a. At least one (1) month in advance of your exam, select a time and place convenient for all committee members.
  - b. You can contact the MHMSS Program Assistant to book the MHMSS conference room at: (303)315-3565.
14. **Re-confirm these arrangements with** each member of **your committee** once your time and place have been booked.
15. **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.
16. **Oral Exam**
17. You will then need to submit the **Request for Examination** form to the Graduate School Office for final exam, report, project or thesis defense, **2 weeks before exam**. This form must be filled out electronically. You can find the form on the MHMSS website under the “MHMSS Important Docs” tab: <http://clas.ucdenver.edu>. **Be aware of deadlines for this document.**
18. **Final copies of the thesis are submitted electronically by the deadline.** The directions for electronic submission can be found online:  
<http://www.ucdenver.edu/academics/colleges/Graduate-School/current/Pages/electronic->

[thesis.aspx](#) You may order additional copies if you wish. This can now be done online:  
<http://www.etdadmin.com/cgi-bin/school?siteId=370>

19. Submit one hard bound copy of your thesis or 3-ring binder for your project to the Program Assistant for the department library.
20. You must also make sure your Statement of Approval is submitted to the Graduate School with all original signatures. This must be completed prior to submitting your thesis. You can download this form on the MHMSS website under the “MHMSS Important Docs” tab:  
<http://clas.ucdenver.edu>.
21. **Final Grade Changes:** Submitted by chair