

APPLICATION FOR ADMISSION TO CANDIDACY  
For an Advanced Degree

University of Colorado at Denver  
Graduate School

This application is to be completed by the student, approved by the appropriate faculty, and submitted to the Graduate School. For items not applicable for your degree program, write N/A in the space provided.

Date \_\_\_\_\_

Email: \_\_\_\_\_

Name as shown on University records \_\_\_\_\_  
Last First Middle Maiden (if different)

Student Number \_\_\_\_\_ Telephone Number \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_

Degree for which applying: M.A. M.B.S. M.H. M.S. M.E. M.S.S. Ed.S. Ph.D.

Department \_\_\_\_\_ Area of Emphasis \_\_\_\_\_

Term Graduating: Semester \_\_\_\_\_ Year \_\_\_\_\_

Degree Plan (check one): Thesis Non-Thesis \_\_\_\_\_

Does your research involve human subjects (interviews, surveys, etc.) or the use of animals?

Yes \_\_\_\_\_ No \_\_\_\_\_

Has your research been submitted to or approved by the Human Research Committee or the Animal Care and Use Committee? Yes \_\_\_ No \_\_\_ HRC # \_\_\_\_\_ IACUC # \_\_\_\_\_

**Note: Federal regulations require all research involving human or animal subjects to have above approval. Failure to do so can result in serious sanctions to all involved.**

SEE BACK PAGE FOR GRADUATION REQUIREMENTS AND INFORMATION

..... For Departmental Use Only .....

Foreign language required? Yes \_\_\_\_\_ No \_\_\_\_\_

Foreign language requirement fulfilled by \_\_\_\_\_

Deficiencies	How and When Removed
_____	_____
_____	_____
_____	_____





## GRADUATION REQUIREMENTS AND INFORMATION

- A Schedule of Deadlines is available from your department or from the Graduate School. It is important that you adhere to the deadline dates if you desire to graduate in a given semester.
- If you have any classes in which you have received an incomplete, this grade must be changed by the date indicated on the Schedule of Deadlines.
- “Guidelines for Preparing Master’s and Doctoral Theses” is available from the Graduate School.
- You must be registered for classes or as a Candidate for Degree during the semester that you take your final examination or defend your thesis/dissertation.

### PROCEDURES FOR GRADUATION:

Complete and submit to the Graduate School:

- \_\_\_\_\_ Application for Admission to Candidacy
- \_\_\_\_\_ Diploma Card (**this must be completed at the beginning of the semester you plan to graduate, even if previously submitted**)
- \_\_\_\_\_ Request for Graduate Examination (All master’s candidates must submit 1 week prior to exam; doctoral candidates must submit 2 weeks prior to exam)
- \_\_\_\_\_ Preliminary copy of thesis/dissertation to be checked for format review
- \_\_\_\_\_ Finalized copies of thesis/dissertation – 2 copies on bond paper, 1 copy on regular paper must be submitted to the Graduate School by the deadline specified (binding fee must be paid when submitted – **CHECKS ONLY PLEASE!**)

### Ph.D. Students only (in addition to above):

- \_\_\_\_\_ Typed Announcement Form of Dissertation Defense to be submitted 2 weeks prior to defense
- \_\_\_\_\_ Doctoral Dissertation Agreement Form (fee must be paid when submitted – **CHECKS ONLY PLEASE!**)
- \_\_\_\_\_ Survey of Earned Doctorates Form

### Exceptions:

**Time Limits:** If you exceed the following limits, you must submit a request for a waiver

- \_\_\_\_\_ Master’s degree completed within 7 years of acceptance into your program of study
- \_\_\_\_\_ Ph.D. degree completed within 8 years of acceptance into your program of study