

## **MH Track I and MSS Thesis or Project Students Oral Exam Instructions**

- 1. Meet with the MH/MSS Director or Assistant Director.**  
To discuss required paperwork and deadlines.
- 2. Be sure you have finished all necessary coursework.**  
Or be in the process of finishing.
- 3. Your Committee.** Every student who wishes to graduate must have three faculty members on his or her examination committee: a chair/director of the examination committee and two other members. The director must be a full-time faculty member at UCDHSC. The other two members can be full-time or part-time but must have “graduate faculty status.” One member can be from outside the CU system with approval of the Program Director and CLAS Dean. It is the responsibility of the student to ascertain the committee members’ graduate faculty status.
- 4. Notify all committee members of their role in your exam, and provide each member with a copy of this document.**
- 5. Complete your final draft of the thesis or project, and provide a copy to your committee chair at least one month in advance of your oral examination date.** With his or her approval, you may then distribute copies to other committee members no later than 10 days before the exam date.
- 6. Arrange a Time and Place for your exam.**  
At least one month in advance of your exam, select a time and place that is convenient for all members of your committee. Re-confirm these arrangements with every member of your committee once arrangements have been made. You may contact the Program Assistant (in the MH/MSS and Philosophy Dept. offices) at 303-556-4868 to reserve the Haber Library in Plaza M108, the traditional venue for exams.
- 7. Prepare for your Oral Exam.**
  - Prepare a **10-15 minute presentation** based on your thesis or project topic.
  - Be prepared to answer any questions posed by your committee regarding your work and presentation and to engage in a discussion about your work.