General Guidelines for Dissertation Credits

If you are Pre-Comps III:

1. If you are taking 2 or more classes, don’t sign up for any dissertation credits.
2. If you are taking 1 class, sign up for 1 dissertation credit. Please note: One dissertation credit will qualify you as a full time student IF you are funded.
3. If you are only taking dissertation credits, sign up for 3 dissertation credits. That is because the tuition and fees for one, two, or three credits is exactly the same! There is no point in taking one credit when you can get three at the same price.
4. Dissertation credits taken in the semester in which you do your Comps III exam count as post-Comp III credits. This is to your advantage.

If you are Post-Comps III:

You must take at least 5 dissertation credits per term.
You need 30 dissertation credits to graduate. You must have 30 but there is no point in paying for more than that. That is why it is best to take as few dissertation credits as you can prior to Comps III. As I just noted, once you pass Comps III, you MUST take at least 5 credits even if you have plenty already. You may take a maximum of 10 dissertation credits per term.

Other Issues

1. You must sign up for the dissertation section of your professor. Do NOT use the 900 generic section. If you cannot find your professor’s name on the list, please contact me. Unfortunately, they are not in alphabetical order so you just have to search.
2. Make sure you sign up for a grade. Do NOT sign up for ‘no credit’ or ‘pass/fail’. Dissertation credits appear as “IP” on your transcript which means “In Progress”.
3. According to Grad School rules, you may only have 10 credits pre-Comps III. (As just stated, credits taken the semester of your exam count as post-Comp III credits.) If you have more, all you have to do is petition the Grad School to move pre-Comps III credits to post-Comps III credits. The way to do this is write a formal business letter addressed to John Stevenson, Dean of the Grad School. Be sure to include your home address, current date, etc (in other words…a formal business letter). You will need to sign it as will your advisor. An email is not acceptable. Take the signed letter directly to the Grad School. They will notify you of their decision and send me a copy for my files. I have never seen one of these turned down but it has to be done to comply with the rules.

The above are general guidelines. There are always exceptions, complications, etc. If you have questions, talk to me, not your classmate, labmate, or professor! It is my job to know the ins and outs of the rules. That is what I am here for. It is best to stop by my office so we can discuss your situation in person. My office hours are 7:30-4 PM, closed noon to 12:30 for lunch. Please allow sufficient time for a conversation. Thanks.

Jeanne Nijhowne
Graduate Program Assistant
Boulder, CO 80309-0390
Ph: 303-735-0519