

Checklist for PhD Students Taking Their Comp Exam

In the first month of the semester in which you plan to take your comp:

- ☐ Please email your GPA with (amgradco@colorado.edu):
 - Notice of the 5 names of your committee members and their department affiliation
 - The date & time of your exam
 - Up-to-date CVs from any out-of-dept members
(the GPA will process Graduate Faculty Appointments (GFAs) and notify you when they're approved: this may take 2 weeks+)

As soon as all your committee members have GFAs but no less than 2 weeks before you defend:

- ☐ Fill out a doctoral comprehensive exam form [found here](#).
Click above or search "CU Boulder Grad School" > "Academic Resources" > "Forms" > "Doctoral Comprehensive Exam Form"
- ☐ Reserve a room and/ or send a Zoom link to your committee members. You would create your own Zoom link, but if you'd like help reserving a room beyond using ems.colorado.edu, contact Ian Cunningham for help: amassist@colorado.edu
- ☐ Please email amassist@colorado.edu with the following information about your dissertation for the Weekly Announcements: Your title, date, venue, time, abstract and dissertation advisor's name (This is not mandatory to graduate, but *it is strongly recommended and expected by faculty*)

After your exam:

- ☐ Submit your candidacy application form [found here](#), asap. This needs to be approved by the department and sent to the Grad School within a few days of your defense. Click above or search "CU Boulder Grad School" > "Academic Resources" > "Forms" > "Candidacy Application for an Advanced Degree"