

Doctoral Comprehensive Examination Report Form

Before admission to candidacy for the doctoral degree, students must pass a comprehensive examination. The exam is subject to the basic requirements of the Graduate School but also the specific requirements and deadlines placed by your graduate program. The exam should be completed through the process below, keeping in mind those requirements and deadlines.

The doctoral examination committee is comprised of at least five members meeting Graduate School and program requirements. Students should work with their program well in advance of the exam to identify appropriate committee members.

The landing page below should give students all the information they need to initiate the process.

Doctoral Comprehensive Exam

Information & Deadlines

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The doctoral examination committee is comprised of at least five members meeting Graduate School and program requirements. Work with your program well in advance of the exam to identify appropriate committee members.

Signatures Required

Signatures must be obtained in a multi-part process explained and initiated below. The Graduate School and your graduate program must approve your committee, and the form will be sent to your committee members upon completion of your exam. All members must sign the form.

Submission & Routing Information

At least **two weeks before** your exam, complete the landing page with your name, program, and the names and colorado.edu e-mail addresses of the committee chair and the other committee members. Click "submit."

On the form, add the date of your examination and student ID number. Read and acknowledge the information on the form and select "finish" to route the form through the following process:

1. The form will be sent to the Graduate School for review of your committee.
2. Following Graduate School committee approval, the form will be routed to your program for review in advance of the exam.
3. After the exam has been conducted, work with your graduate program assistant to route the form to your committee members.
4. The chair of committee will receive the form first, and the remaining committee members will receive the form simultaneously; all members must sign the form.
5. Successful candidates must receive affirmative votes from a majority of the members. The examination may be passed conditionally, whereby conditions must be met before the exam is considered to be passed.
6. When all members have signed and the form is complete, you will receive a pdf version of the form with signatures via e-mail. The form will also be forwarded to your program, committee members, and to the Graduate School.

Exam Results & Candidacy

If the committee has agreed upon a conditional pass, the chair of committee should select conditional and list the conditions on the form. The conditional pass confirmation form should be filled out when the conditions are met. Once the comprehensive examination has been passed and the student has received a copy of the pdf version of the form with signatures, the student should submit the doctoral candidacy application.

At the bottom of the landing page, the student should enter their information. The student will need to select the college where their program is housed, and in some cases a division.

Select the college where your unit is housed: *

College of Music

Student Information:

Student ID (9 Digits) *

123456789

First Name *

Ralphie

Last Name *

Buffalo

Colorado.edu e-mail *

Ralphie.Buffalo@Colorado.edu

Next, enter the name, Colorado.edu e-mail address and departmental affiliation of each committee member. For a doctoral comprehensive exam, a minimum of **five** members must be listed. If a member from another institution or industry is serving as a committee member, the student may include the external e-mail address and enter N/A for department affiliation.

Committee Chair Information:

Name (First & Last) *

Chip Mascot

Colorado.edu e-mail (if applicable) *

chip.mascot@colorado.edu

CU Department Affiliation (if applicable)

Education

Member Two:

Name (First & Last) *

Buff Fan

Colorado.edu e-mail (if applicable) *

buff.fan@colorado.edu

CU Department Affiliation (if applicable)

English

Click submit to be directed to the form. The student will first be directed to a list of programs, based upon the college and division selected. This will help to route the form. If the student discovers that they selected the incorrect college, they can return and select again. Remember that some programs are listed as “interdisciplinary”.

Doctoral Comprehensive Exam

Arts & Humanities

Please select your program from the list below.

| | | |
|---|--|---|
| Art History | English & Creative Writing | Philosophy |
| Art Practices | Experience Design | Religious Studies |
| Asian Languages & Civilizations | French | Russian Studies |
| Classics | German Studies | Spanish |
| Dance | History | Theatre & Performance Studies |

If your program is not listed, return to previous & select "Interdisciplinary" or a different A&S Division.

[Previous](#) [Continue](#)

The student will be directed to the form, and basic information will populate from the landing page (name, program, and committee information). Students must confirm the last 4 digits of their student ID number and select the type of doctoral examination from the drop-down options.



Student Information

Last Name Buffalo First Name Ralphie

Confirm Last Four Digits of Your Student ID

Doctoral Degree Program

Date of Examination

Committee Information:

Chair Name Chip Mascot CU Dept. Affiliation (if applicable)

Satisfactory Unsatisfactory Signature _____

Unconditional Pass Conditions Placed (include conditions below)

Name Member Two CU Dept. Affiliation (if applicable)

Satisfactory Unsatisfactory Signature _____

Name Member Three CU Dept. Affiliation (if applicable)

Satisfactory Unsatisfactory Signature _____

Name Member Four CU Dept. Affiliation (if applicable)

Satisfactory Unsatisfactory Signature _____

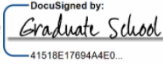
The student should scroll to the bottom of the form to read and initial important information.



Student Name Ralphie Buffalo

Student Initials: The committee listed has been established with my graduate program/department to meet Graduate School and program requirements. The doctoral comprehensive examination report form will be sent to the Graduate School for committee approval, and then to my graduate program/department. I will work with my Graduate Program Assistant as needed to establish a timeline for completion of the exam. When the exam is complete and the program approves the committee, the form will be sent to all members of the committee for their signature and will be complete once all members have signed. Registration for at least one credit hour is required during the semester in which the comprehensive exam is passed. If the exam is passed conditionally, this requirement applies to the semester in which the conditions are met.

Upon completion the student should click finish. The form will first be routed to the Graduate School to review and approve the committee to ensure that committee standards are met. Once the committee has been approved, the Graduate School will sign.

| | |
|---|-------------------------------|
| Graduate School Approval of Committee: | |
| Signature  _____ | Date Signed <u>11/24/2020</u> |

Upon GS approval of committee, the form will be routed to the graduate program selected on the landing page. The program will see the following message, which explains how and when to review and sign the student's form.

REVIEW DOCUMENTS



Graduate School
graduate.school@Colorado.EDU

PRIVATE MESSAGE

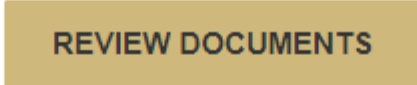
The student named above has submitted a doctoral comprehensive exam form and the Graduate School has approved the committee. Please review the committee- if the committee is not acceptable, decline the form and advise the student of the need to re-submit the form with new committee. If the committee meets graduate program/department standards, hold the form in your docusign account until the defense or exam is complete. At that time, sign the "program confirmation of committee and exam" line to route the form to committee members for their signature. The form will first be sent to the chair of committee and then all other committee members simultaneously, and you will receive an e-mail with a completed copy of the form once all have signed. The student should then submit the doctoral candidacy application.

The program has the option to decline the form if the committee or date is unacceptable. If the committee and date of the exam meets the requirements and expectations of the program, **hold the form until the student has completed the exam (or is about to do so).**

At that time, click the signature line to confirm the committee and that the exam has taken place as of the date on the form.

| | |
|--|---|
| Program Confirmation of Committee/Exam: | |
| Name |  |
| Signature |  |
| Date Signed | 11/24/2020 |

When the graduate program confirms the examination details, the form will be distributed first to the committee chair and then to all other committee members simultaneously. Each member will receive an e-mail with the following instructions:



Graduate School
graduate.school@Colorado.EDU

PRIVATE MESSAGE

Following the doctoral comprehensive examination of the above named student, please use the docusign process to click either the "satisfactory" or "unsatisfactory" field and the signature field. The form will first be sent to the chair of committee and then all other committee members simultaneously, and will be complete when all members have signed. Your timely response is requested.

The chair of the committee must first select "satisfactory or unsatisfactory" and then either "unconditional pass or "conditions placed" and sign. If "conditions placed" is selected, the chair will then be directed to a box where the conditions must be included. The chair may attach an additional document if preferred.



Student Information

Last Name Buffalo First Name Ralphie

Confirm Last Four Digits of Your Student ID

Doctoral Degree Program

Date of Examination

Committee Information:

Chair Name Chip Mascot CU Dept. Affiliation (if applicable) Music

Satisfactory Unsatisfactory Signature  8/16/2021

Unconditional Pass Conditions Placed (include conditions below)

Explain conditions and timeframe for completion (if applicable)

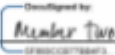
Required

Student must re-define the scope of the project, update the introduction, and provide additional sources.

Attach additional document explaining conditions if necessary:

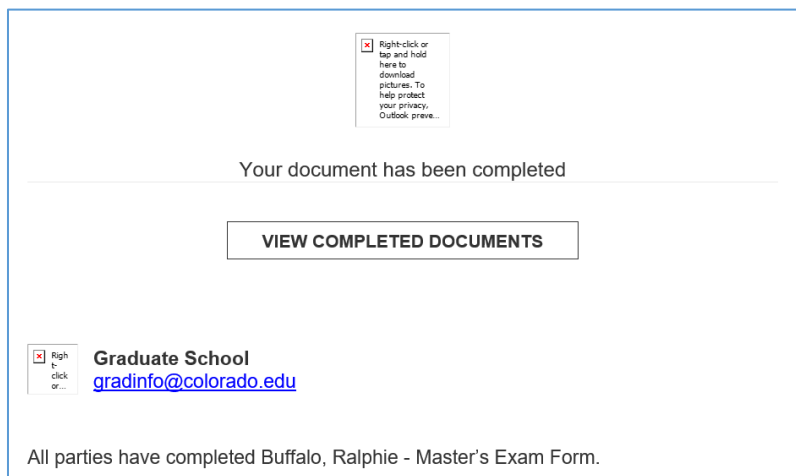


Each additional committee member will subsequently receive the same e-mail, and must select “satisfactory” or “unsatisfactory” and click the signature icon to sign the form.

| | | | |
|----------------------------------|-------------------|--|----------------|
| Name | <u>Member Two</u> | CU Dept. Affiliation (if applicable) | <u>Music</u> |
| <input checked="" type="radio"/> | Satisfactory | <input type="radio"/> | Unsatisfactory |
| Signature | |  | 8/16/2021 |

The final document with all five committee signatures and satisfactory or unsatisfactory assessment will be sent to the Graduate School for review and to ensure that the student is registered for credit hours as required.

The graduate program and committee members will receive a final copy of the completed form with this message:



Note that the student will receive an e-mail upon submission of the form and when completed. The message is the same on both occasions, but has information specific to each situation:

Your document has been completed

[VIEW COMPLETED DOCUMENTS](#)

Graduate School

graduate.school@Colorado.EDU

All parties have completed Buffalo, Ralphie - Doctoral Final Exam Form.

PRIVATE MESSAGE

Upon initial submission:

Your doctoral examination report form will be sent first to the Graduate School for approval of your committee. Upon approval of committee, the form will be routed to the Graduate Program Assistant in your unit. When your exam has been completed, please work with your GPA to confirm the committee/exam completion and route the form to your committee members.

Upon committee member signature:

You will receive a second e-mail (with this same content) when all members have signed, along with the completed form. Once the comprehensive examination has been passed and you have received a copy of the form with signatures, you should work with your program to submit the doctoral candidacy application.



Student Information

Last Name Buffalo First Name Ralphie

Confirm Last Four Digits of Your Student ID 6789

Doctoral Degree Program Music

Date of Examination 10/14/2021

Committee Information:

Chair Name Chip Mascot CU Dept. Affiliation (if applicable) Music

Satisfactory Unsatisfactory Signature *Chip Mascot* 8/16/2021

Unconditional Pass Conditions Placed (include conditions below)

Name Member Two CU Dept. Affiliation (if applicable) Music

Satisfactory Unsatisfactory Signature *Member Two* 8/16/2021

Name Member Three CU Dept. Affiliation (if applicable) Music

Satisfactory Unsatisfactory Signature *Member Three* 8/16/2021

Name Member Four CU Dept. Affiliation (if applicable) Music

Satisfactory Unsatisfactory Signature *Member Four* 8/16/2021

Name Member Five CU Dept. Affiliation (if applicable) Music

Satisfactory Unsatisfactory Signature *Member Five* 8/16/2021

Optional Additional Member:

Name _____ CU Dept. Affiliation (if applicable) _____

Satisfactory Unsatisfactory Signature _____



Graduate School Approval of Committee:

Signature DocuSigned by: Graduate School Date Signed 8/16/2021
173188172824820

Program Confirmation of Committee/Exam:

Name Genevieve Borst

Signature DocuSigned by: Genevieve Borst Date Signed 8/16/2021
173188172824820

Explain conditions and timeframe for completion (if applicable)

Student must re-define the scope of the project, update the introduction, and provide additional sources.

Attach additional document explaining conditions if necessary:



Student Name Ralphie Buffalo

Student Initials: RB The committee listed has been established with my graduate program/department to meet Graduate School and program requirements. The doctoral comprehensive examination report form will be sent to the Graduate School for committee approval, and then to my graduate program/department. I will work with my Graduate Program Assistant as needed to establish a timeline for completion of the exam. When the exam is complete and the program approves the committee, the form will be sent to all members of the committee for their signature and will be complete once all members have signed. Registration for at least one credit hour is required during the semester in which the comprehensive exam is passed. If the exam is passed conditionally, this requirement applies to the semester in which the conditions are met.

Note that docusign requests cannot be sent back for additional information or changes. If the form needs to be altered for any reason, a signer may decline to sign. However, the student must then initiate a new request. Anyone who declines an exam form should e-mail the student separately, explaining the reasons, the additional information necessary, and that a new form must be initiated.