

Doctoral Comprehensive Exam Conditional Pass Completion Form

Doctoral students must pass a comprehensive exam before admission to candidacy. If the committee placed conditions on the passing of the comprehensive examination, the student should work with their committee chair to understand the requirements and timeline for completion. When the committee confirms that the student has met the conditions, the student should initiate the Comprehensive Exam Conditional Pass Completion Form.

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

Doctoral Comprehensive Examination Conditional Pass Completion Form

Information & Deadlines

If your committee placed conditions on the passing of your comprehensive examination, work with your committee chair to understand the requirements and timeline for completion. When your committee confirms that you have met the conditions, initiate the process below.

Signatures Required

The signature of your committee chair must be obtained through the workflow process to confirm that the conditions have been completed and the date of completion.

Submission & Routing Information

Complete the landing page with your name, program, and the name and colorado.edu e-mail address of the comprehensive examination committee chair. Click "submit." On the form, add the date of your original comprehensive examination and student ID number. Include information about the conditions and completion as appropriate (You have the option to attach a separate document if desired). Select "finish" to route the form through the following process:

1. The form will be sent to your committee chair to verify that the conditions have been completed and the date of completion. The chair can add additional information as appropriate.
2. When your chair has 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, chair, and to the Graduate School.

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. Next, enter the name, Colorado.edu e-mail address and departmental affiliation of the committee chair.

Select the college where your unit is housed: *

College of Music

Student Information:

First Name *

Ralphie

Last Name *

Buffalo

Colorado.edu e-mail *

ralphie.buffalo@colorado.edu

Committee Chair Information:

Name (First and Last) *

Committee Chair

Colorado.edu e-mail *

committee.chair@colorado.edu

CU Department Affiliation (if applicable) *

Music

Next

Click next 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 Final Examination Form

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 chair information). Students must enter their student ID number, select the date of their initial comprehensive exam from a calendar.

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START

 **Graduate School**
UNIVERSITY OF COLORADO BOULDER

Doctoral Comprehensive Examination
Conditional Pass Completion Form

Student Information:

Last Name Buffalo First Name Ralphie Student ID

Doctoral Degree Program

Date of exam where conditions were placed

Committee Chair Information:

Chair Name Committee Chair

CU Dept. Affiliation (if applicable)

The student should enter any relevant information about the initial conditions placed and their completion, and may attach an additional document if necessary.

Required Comprehensive Exam Conditions and Completion Information

Conditions: Reconsider scope of project and narrow as discussed. Edit introduction paragraph and present additional relevant sources
Completed: July 7, 2021

Attach Optional Documentation if Necessary



Upon completion the student should click finish. The form will be routed directly to the committee chair for their review. The chair will see the following message, which explains how and when to review and sign the student's form. The graduate program will also receive notification that the form has been submitted to the chair.

PRIVATE MESSAGE

Once the student has completed the conditions placed upon their comprehensive examination, please use the docusign process to confirm that conditions are complete and add the date of completion. You may include other information about the conditions as appropriate. The date the conditions were met is considered the date the comprehensive examination was passed. The form will be complete after you have signed; your timely response is requested.

Committee Chair,

Please DocuSign Doctoral Comprehensive Examination Conditional Pass Completion Form

The chair has the option to decline the form, or to hold it, if they do not feel that the conditions have been met. Once conditions are met, the chair should confirm, add the date they were met, add any additional relevant information, and click the signature line to confirm.

Conditions Met Date Conditions Met

Chair Comments Regarding Completion (optional)

Conditions were met and the committee recommends that the student continue with this project.

Signature Date Signed

Note: the committee chair should carefully select the actual date the conditions were met, not the date of signature. The date the conditions were met is considered the date the comprehensive exam was passed; registration is required during that semester.

The final document 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 chair will also receive a final copy of the he 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:

PRIVATE MESSAGE

Upon initial submission:

Your conditional Pass Completion Form will be sent to your committee chair to verify that the conditions placed on your comprehensive exam were met, and the date by which they were met.

Upon committee member signature:

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

Ralphie Buffalo,

Please DocuSign Doctoral Comprehensive Examination Conditional Pass Completion Form

Example of completed form:

DocuSign Envelope ID: 295D7989-65D7-4BEF-A770-B626BAE5189A

 Graduate School
UNIVERSITY OF COLORADO BOULDER

Doctoral Comprehensive Examination
Conditional Pass Completion Form

Student Information:

Last Name Buffalo First Name Ralphie Student ID *****

Doctoral Degree Program Music

Date of exam where conditions were placed 04/06/2021

Committee Chair Information:

Chair Name Committee Chair

CU Dept. Affiliation (if applicable) Music

Comprehensive Exam Conditions and Completion Information

Conditions: Reconsider scope of project and narrow as discussed. Edit introduction paragraph and present additional relevant sources
Completed: July 7, 2021

Attach Optional Documentation if Necessary

Conditions Met X Date Conditions Met 07/07/2021

Chair Comments Regarding Completion (optional)

Conditions were met and the committee recommends that the student continue with this project.

Signature  _____ Date Signed 8/2/2021

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.