

Exam Forms Refresher Session



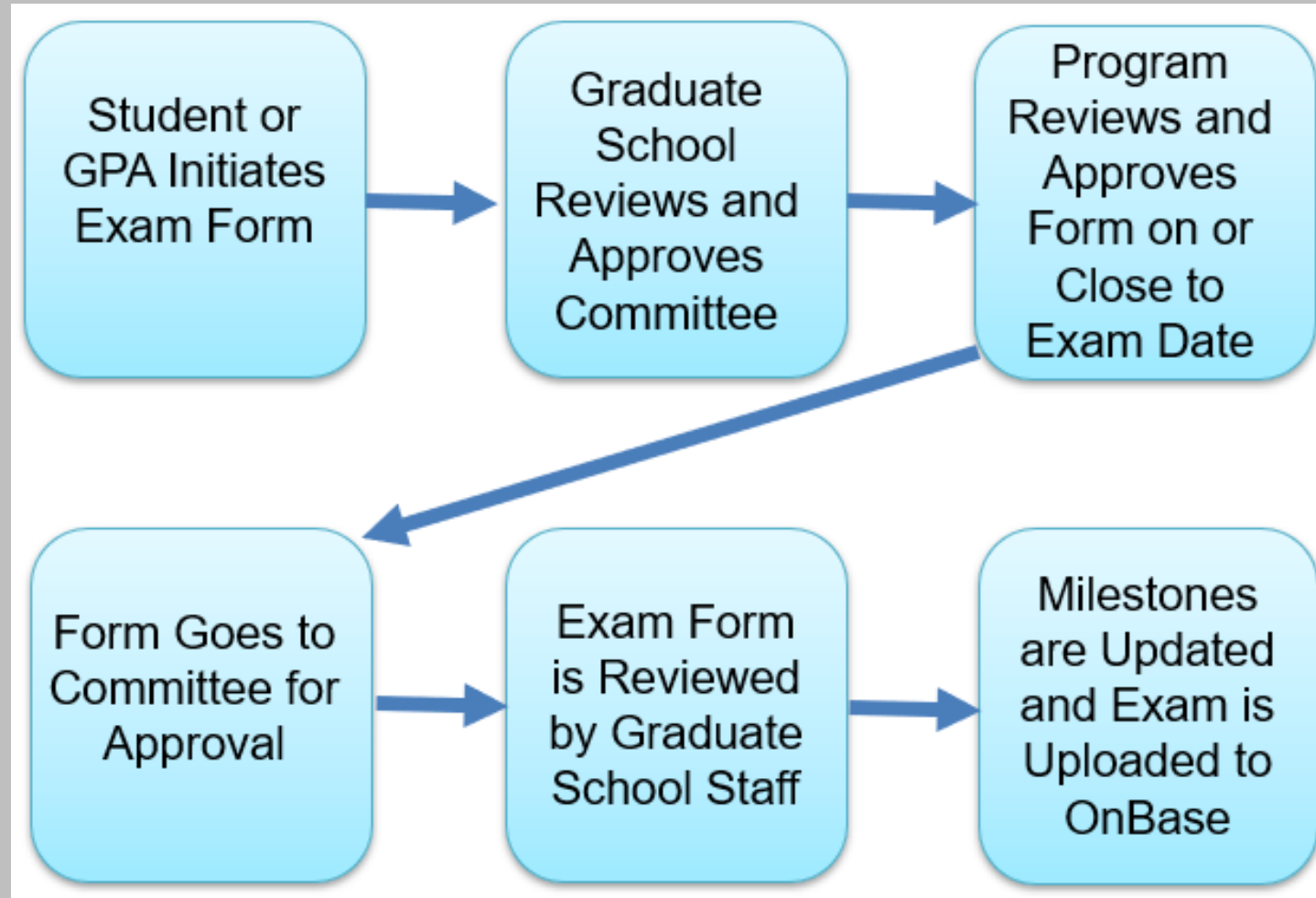
Graduate School
UNIVERSITY OF COLORADO BOULDER

Exam Form Types


- Master's Final Exam
 - Thesis defense
 - Comprehensive/Final Examination
 - *Project Defense*
 - *Capstone*
 - *Creative Thesis Project*
- Doctoral Comprehensive Exam Form
- Doctoral Comprehensive Examination Conditional Pass Completion Form
- Doctoral Final Exam/Dissertation Defense




Exam Form Process




Landing Page

 University of Colorado **Boulder**



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Doctoral Comprehensive Exam

Information & Deadlines

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. 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.



Select the college where your unit is housed: *

College of Arts & Sciences ▼

Please Select the A&S Division: *

- Select - ▼

Student Information:

Student ID (9 Digits) *

First Name *

Last Name *

Colorado.edu e-mail *

List Committee Members Below

Committee Chair Information:

Name (First and Last) *

Colorado.edu e-mail *

CU Department Affiliation (if applicable) *

- Select - ▼

Member Two:

Name (First and Last) *

Colorado.edu e-mail *

CU Department Affiliation (if applicable) *

- Select - ▼

Member Three:

Name (First and Last) *



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Doctoral Comprehensive Exam

Arts & Humanities

Please select your program from the list below.

[Art History](#)

[Art Practices](#)

[Asian Languages & Civilizations](#)

[Classics](#)

[Dance](#)

[English & Creative Writing](#)

[Experience Design](#)

[French](#)

[German Studies](#)

[History](#)

[Philosophy](#)

[Religious Studies](#)

[Russian Studies](#)

[Spanish](#)

[Theatre & Performance Studies](#)

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

[Previous](#)

[Cancel Request](#)



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Please Review & Act on These Documents



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Powered by **DocuSign**



Please read the [Electronic Record and Signature Disclosure](#).

☐ I agree to use electronic records and signatures.

[CONTINUE](#)

[FINISH LATER](#)

[OTHER ACTIONS](#)

Student Name test test

Confirm Last Four Digits of Your Student ID

Doctoral Degree Program Art History

Date of Examination

Use the Finish Later option to continue signing this document at a later time. [Learn more...](#)

[GOT IT](#)

[START](#)

DocuSign Envelope ID: CE2672BB-6EDE-400E-95BF-E35391D08D45



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Master's Examination or Project Report

Student Information

Last Name Buffalo First Name Ralphie

Confirm Last Four Digits of Your Student ID

Master's degree Program Art History

Date of Examination Exam Type

- select --
- Thesis Defense
- Comprehensive/Final Examination
- Project Defense
- Capstone
- Creative Thesis Project

Committee Information:

Chair Name Chip Masoc CU Dept. Affili

Satisfactory Unsatisfactory Si

Name Buff CU Dept. Affiliation (if applicable) English



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Committee Information:

Chair Name	test chair	CU Dept. Affiliation (if applicable)	Art and Art History
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_____ Satisfactory _____ Unsatisfactory Signature _____

Name test 2 CU Dept. Affiliation (if applicable) Art and Art History

☒ Co-Chair

____ Satisfactory ____ Unsatisfactory Signature _____

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 master's final 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 (P/F or for a grade) is required during the semester in which the defense or exam is passed.

Form Submitted By: ☐ Student ☐ Graduate Program

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Graduate School Approval

- After submission, form sent to Graduate School for committee review and approval
- Forms typically reviewed 1-2 times/week
- Will contact you as necessary to resolve any issues
 - Could hold the form until we can approve
 - Could void if necessary

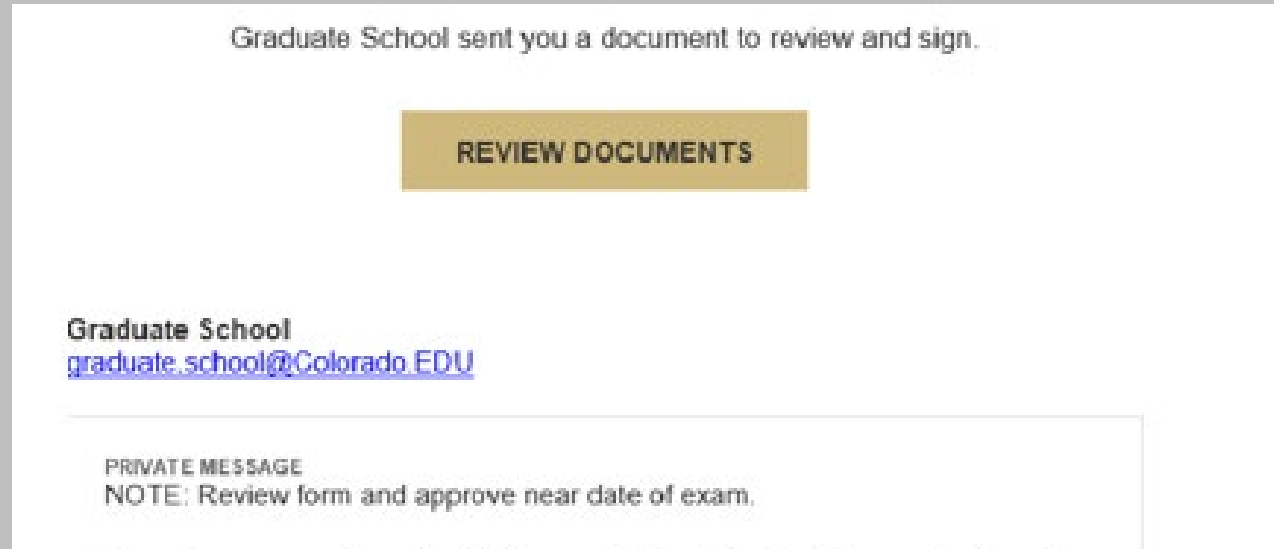
Graduate School Approval of Committee:

Signature DocuSigned by: Graduate School
41518E17694A4ED...

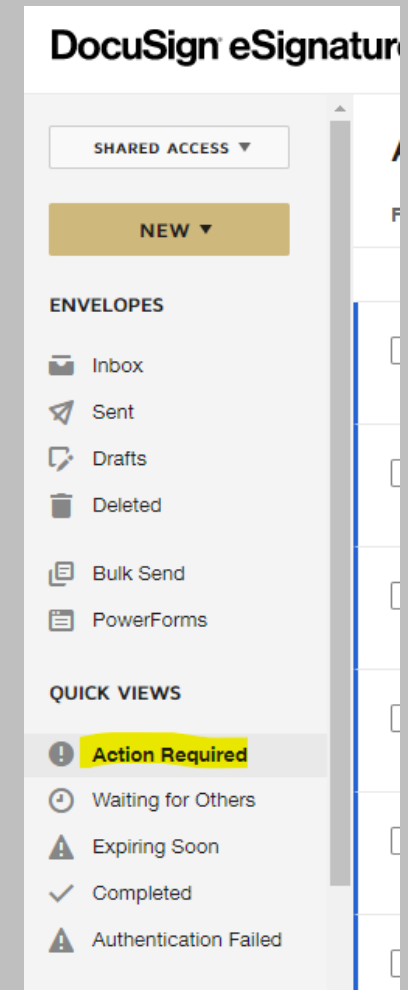
Date Signed 11/24/2020



Program Approval




You will receive an email from DocuSign when the exam form is ready for you to review and sign, or you can log into DocuSign directly to do so. **Please wait until close to the date of the exam to approve the form!** This will prevent the form from being signed early or getting lost in the committee member's email.



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Committee Member Signatures

Each member must select “satisfactory” or “unsatisfactory” and click the signature icon to sign the form.







Chair Name	<u>Chip Mascot</u>	CU Dept. Affiliation (if applicable)	<u>Education</u>
<input checked="" type="radio"/>	Satisfactory	<input type="radio"/>	Unsatisfactory
Signature		 <u>Chip Mascot</u> <small>SF693CCB77BB4F3...</small>	<u>11/24/2020</u>








SHARED ACCESS ▼

NEW ▼



ENVELOPES

-  Inbox
-  Sent
-  Drafts
-  Deleted
-  Bulk Send
-  PowerForms


QUICK VIEWS

-  Action Required
-  **Waiting for Others**
-  Expiring Soon
-  Completed
-  Authentication Failed

Committee Member Signatures

 **Ravishankar Sundararaman** 
sundar@rpi.edu


Signed
on 3/7/2023 | 02:54:11 pm
[Signed in location](#)

 **Private Message:**


Following the doctoral dissertation defense or final examination of the above named student, please use the docusign process to click either the "satisfactory" or "unsatisfactory" field and the signature field. The exam report form has been sent to all committee members simultaneously and will be complete when all members have signed. Your timely response is requested to ensure the student can meet all applicable graduation deadlines.

4

CURRENT

Charles Musgrave 
charles.musgrave@colorado.edu

Needs to Sign
Sent on 3/7/2023 | 12:52:43 pm

 **Private Message:**

Following the doctoral dissertation defense or final examination of the above named student, please use the docusign process to click

You can view who has signed in your graduate program DocuSign account (use general graduate e-mail address and password).



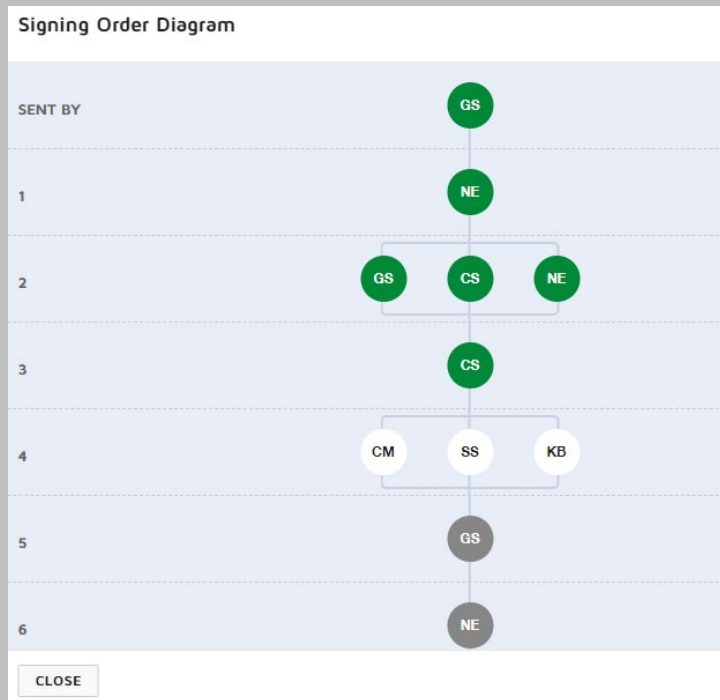
Committee Member Signatures

Recipients

COMPLETED

SIGNING ORDER

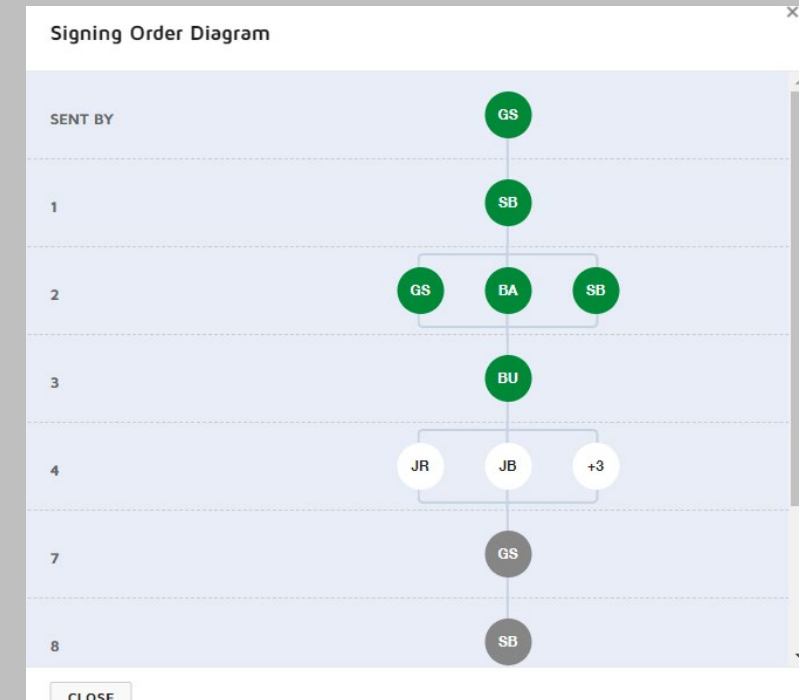
Master's



Comprehensive



Doctoral Final



The exam form goes to the committee to sign. You can view who has signed in your graduate program DocuSign account.



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Graduate School Final Approval

one credit (P/F or for a grade) is required during the semester in which the defense or exam is passed. If this form is being filled out by the unit, this information will be shared with the student.

Form Submitted By: ☐ Student ☒ Graduate Program



Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Your document has been completed

[VIEW COMPLETED DOCUMENTS](#)



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gradinfo@colorado.edu

All parties have completed Buffalo, Ralphie - Master's Exam Form.



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Examination Committee Requirements

MASTER'S

- 3 or more committee members
- Chair has a Regular appointment
- All have valid GFA that allow service on committees

All Master's Exams

- Student was registered for 1 or more credit hours
- Majority of committee selected satisfactory

DOCTORAL

- 5 or more committee members
- Doctoral Final has an outside member
- All members have appropriate GFAs

Comprehensive Exams

- Student registered for at least 1 credit hour
- Majority of committee selected satisfactory
- Were conditions placed?

Final Exams

- Student is registered for at least 5 dissertation credit hours
- No more than one member can select unsatisfactory



Doctoral Final Exam – Outside Member Designation

Exam form Outside Member approval:

Outside Member: GS Approved ☐ Yes ☐ No

Name _____

CU Dept. Affiliation (if applicable) Physics

☐ Satisfactory ☐ Unsatisfactory

Signature _____

Name _____

CU Dept. Affiliation (if applicable) _____

☐ Satisfactory ☐ Unsatisfactory

Signature _____

Alternate Outside Member ☐

GFA without outside member duties:

Last Name _____ First Name John

Department/Program Creative Technology and Design

Member Type Special

☐ Appointment ☒ Reappointment Rank/Faculty or Research Title Lecturer

Reappointment Begin (Semester/Year): Fall 2024

Reappointment End (Semester/Year): Fall 2027

Term should not exceed term of an academic appointment or a maximum of three years for a special appointment or seven years for a regular appointment.

Requests for special Graduate Faculty membership may be made for individuals who are not tenured or tenure-track faculty. A special member may fulfill only designated roles and duties as specified by the department chair/program director and approved by the Dean of the Graduate School. Special members are not allowed to serve as chair or outside members of committees unless specifically requested and approved through this form. Please list all of the specific requested duties for this member below.

Teach graduate courses and serve on graduate student committees.

This GFA has appropriate duties to serve as outside member:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u> </u>	David		ATOC		2247	2274	RESEARCH ASSOCIATE	SPECIAL	serve on committees as member or outside member; teach graduate level courses



Comprehensive Exam- Conditional Pass

Program Confirmation of Committee/Exam:

Name _____

Signature _____ Date Signed _____

Conditions (if applicable)

Student Information:

Student Name Test Student Student ID 11111111

Doctoral Degree Program Art History

Date of exam where conditions were placed 03/08/2023

Committee Chair Information:

Chair Name _____

CU Dept. Affiliation (if applicable) Art and Art History

Comprehensive Exam Conditions and Completion Information

Attach Optional Documentation if Necessary



Conditions Met ____ Date Conditions Met _____

Committee Chair Signature _____ Date Signed _____




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Graduate School Edits

3



DepartmentApproval  **NEEDS TO SIGN** ▼ **CUSTOMIZE** ▼


Name *

Email

 Private message added ▼

4

CommitteeChair  **NEEDS TO SIGN** ▼ **CUSTOMIZE** ▼ 

Name *
⋮ 


Email *

- Only able to edit e-mail address of a committee member who has not yet signed



Decline to Sign vs. Request to Void

Please Review & Act on These Documents



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PRIVATE MESSAGE: Please see final grade form for approval and posting to student's record.

[View More](#)


Please review the documents below.

CONTINUE

OTHER ACTIONS



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Decline to Sign or Void:

Every DocuSign signer has the option to decline the form when it is waiting for their signature.

1. Select "Sign"
2. Once the form opens, select "Other Actions"
3. Select "Decline to Sign" or "void"
4. A pop-up will appear and will require you to select "Continue"
5. A second pop-up will appear where the signer will explain why they are declining to sign.


CONTINUE


OTHER ACTIONS

Finish Later


Assign to Someone Else

Decline to Sign

Help & Support 

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Session Information

Report Abuse

Why decline to sign?

- Any reason that the exam form would need to be re-created
 - Exam date incorrect
 - Committee member incorrect
 - Student information incorrect



Questions?



Email: gradinfo@colorado.edu



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