

Doctoral Final Examination Report Form

Doctoral students must pass a PhD dissertation defense or a doctoral final exam, depending upon the degree to be awarded. In order to have a degree awarded in any given semester, the exam must be passed by the deadline, and the form must be completed through this process within the following week. The student should begin to work with their graduate program well in advance to understand examination and committee member requirements of both the Graduate School and their graduate program. In particular, students should be sure to identify their committee members to their program well in advance of the exam to ensure that the members are acceptable (including the required outside member).

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

Doctoral Final Examination Form

Information & Deadlines

Doctoral students must pass a PhD dissertation defense or a doctoral final exam, depending upon the degree to be awarded. In order to have a degree awarded in any given semester, the exam must be passed by the [deadline](#), and the form must be completed through this process within the following week. The doctoral examination committee is comprised of at least five members meeting Graduate School and program requirements. This includes a chair and a specifically identified outside member. Work with your program well in advance of the defense or 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 defense or 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/defense 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/defense has been conducted, work with your graduate program assistant to route the form to your committee members.
4. Committee members will receive the form simultaneously and all members must sign the form.
5. 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.

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 Arts & Sciences

Please Select the A&S Division: *

Arts & Humanities

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 final exam, a minimum of **five** members must be listed. Doctoral committees must have an **outside member**, an individual with a regular Graduate Faculty Appointment in a different unit or a special appointment specifically to serve as outside member. This member should be listed in the fifth position as outside member. 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

Outside Member:

Name (First and Last)

Outside Member

Colorado.edu e-mail

outside.member@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 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 information). Students must confirm the last 4 digits of the student ID number, select the date of exam from a calendar, and select the type of doctoral examination from the drop-down options.

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START

 **Graduate School**
UNIVERSITY OF COLORADO BOULDER

Doctoral Final Examination

Student Information

Last Name Buffalo First Name Ralphie

Confirm Last Four Digits of Your Student ID

Doctoral Degree Program

Date of Examination Exam Type

Committee Information:

The form will list the chair and outside member separately, allowing for ease in ensuring those committee members meet program and Graduate School standards.

Committee Information:

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

Satisfactory Unsatisfactory Signature _____

Name Buff Fan CU Dept. Affiliation (if applicable) Music

Satisfactory Unsatisfactory Signature _____

Name George Norlin CU Dept. Affiliation (if applicable) Music

Satisfactory Unsatisfactory Signature _____

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

Satisfactory Unsatisfactory Signature _____

Outside Member:

Name Outside Member CU Dept. Affiliation (if applicable) English

Satisfactory Unsatisfactory Signature _____

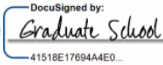
The student should scroll to the bottom of the form to read and initial important information.

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 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. Full-time registration (five dissertation hours or the corresponding coursework requirement for DMA or AUDD students) is required during the semester in which the defense or exam is passed.

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
NOTE: Review form and approve near date of exam. Premature approval may lead to form expiration.

The student named above has submitted a doctoral final 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 be sent to all committee members simultaneously and you will receive an e-mail with a completed copy of the form once all have signed.

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 to all committee members simultaneously. Each member will receive an e-mail with the following instructions:

Graduate School sent you a document to review and sign.

REVIEW DOCUMENTS

Graduate School
graduate.school@Colorado.EDU

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.

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

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

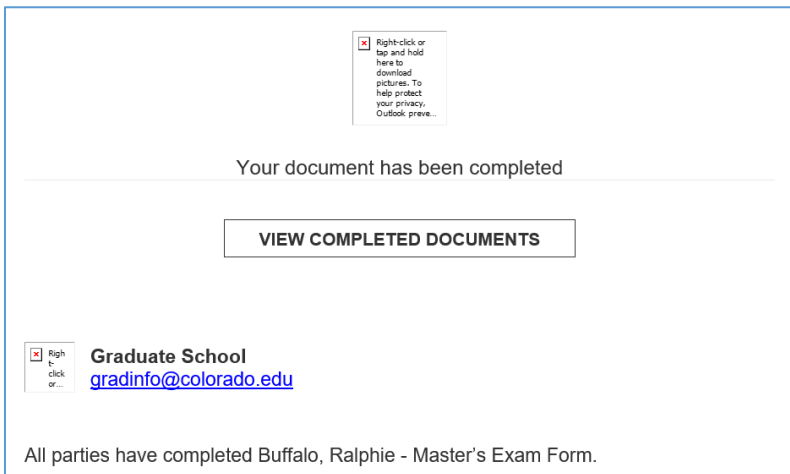
Satisfactory

Unsatisfactory

Signature  Chip Mascot 11/24/2020

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:

Graduate School sent you a copy.

REVIEW DOCUMENTS

Graduate School
graduate.school@Colorado.EDU

PRIVATE MESSAGE

Message 1: Your doctoral examination report form has been submitted and 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.

Message 2: You will receive a second e-mail (with this same content) when all members have signed, along with the completed form. Your exam must be passed by the deadline posted on the Graduate School website, and the form received within about a week, to have the degree awarded in any given semester.

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Doctoral Final Examination

Student Information

Last Name Buffalo First Name Ralphie
Confirm Last Four Digits of Your Student ID
Doctoral Degree Program Music
Date of Examination 10/21/2021 Exam Type -- select --

Committee Information:

Chair Name Chip Mascot CU Dept. Affiliation (if applicable) Music
 Satisfactory Unsatisfactory Signature _____

Name Buff Fan CU Dept. Affiliation (if applicable) Music
 Satisfactory Unsatisfactory Signature _____

Name George Norlin CU Dept. Affiliation (if applicable) Music
 Satisfactory Unsatisfactory Signature _____


Name Member Four CU Dept. Affiliation (if applicable) Music
 Satisfactory Unsatisfactory Signature _____

Outside Member:

Name Outside Member CU Dept. Affiliation (if applicable) English
 Satisfactory Unsatisfactory Signature _____



Graduate School Approval of Committee:

Signature  _____

Date Signed 5/28/2021

Program Confirmation of Committee/Exam:

Name Genevieve Borst _____

Signature  _____

Date Signed 5/28/2021

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 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. Full-time registration (five dissertation hours or the corresponding coursework requirement for DMA or AUDD students) is required during the semester in which the defense or exam is passed.

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.