

# Guidelines for Physics Grad Student Forms

AY 2022-2023

These are meant to be general guidelines for filling out the forms you will need at various stages of your graduate career. A comprehensive library of links and downloadable forms can be found on the Physics Department website:

<https://www.colorado.edu/physics/academics/graduate-students/graduate-program-requirements-phd/forms-physics-graduate-students>

Please note: Not all students will need all forms.

## COMPS I

Comps I Waiver Form (not applicable to all students)

Origin: Physics Department

Fill out the applicable sections and send it to the graduate assistant ([Jeanne.nijhowne@colorado.edu](mailto:Jeanne.nijhowne@colorado.edu)) along with the syllabus for each course. The grad assistant will send it to the grad chair for approval in docusign. If the waiver is approved, you will receive a copy of the signed form in docusign. If there are questions or problems, the grad assistant will communicate that to you.

## COMPS II

All students are required to take Comps II. *No forms need to be submitted by the student.*

Comps II must be taken during Fall or Spring term. The last official day of Spring is the Friday before A-term starts. This changes from year to year. Please note: A-term may start during the last few days of May so be sure to consult the calendar. You may NOT take Comps II during Summer term.

## MASTER'S DEGREE (MS)

1. All 10 classes (30 credit hours) must be either completed or "in progress" before you apply for an MS.
2. Do NOT apply for an MS degree until you have completely passed Comps II.

Once you pass Comps II, you will need to do the following:

1. **Sign up for an MS through your Buff Portal.** You may receive an MS during summer if you have taken Comps II during Spring term. Deadlines to apply for each semester are Oct 1 for Fall, Feb 1 for Spring, and June 15th for Summer.
2. Complete the **Candidacy Application for Advanced Degree.** This is an OnBase form. The link is on the Grad School website along with an Instruction Guide. The deadline for submission is the same as the application deadline listed above in item 1). Since the form needs to be reviewed and signed, be sure to submit it at least a week in advance of the due date.

<https://www.colorado.edu/graduateschool/academics/forms-current-students>

3. Complete the **Master's Exam Form** (workflow version):

<https://www.colorado.edu/graduateschool/content/masters-final-examination-form>

Fill this in and submit only after you have successfully completed all parts of Comps II exam.  
(The three committee members are your Comps II committee.)

## **COMPS III Exam**

**\*\*\* Forms need to be filled out TWO WEEKS in advance of the exam**

Comps III may only be taken during Fall or Spring term. The last official day of Spring is the Friday before A-term starts. This changes from year to year. Please note: A-term may start during the last few days of May so be sure to consult the calendar. You may NOT take Comps III during Summer term.

1. **Candidacy Application for Advanced Degree.** This is an OnBase form. The link is on the Grad School website along with an Instruction Guide.

<https://www.colorado.edu/graduateschool/academics/forms-current-students>

2. **Doctoral Comprehensive Exam Form**

<https://www.colorado.edu/graduateschool/content/doctoral-comprehensive-exam>

An outside reader is not necessary for Comps III. When the form is completely signed after your exam, you will receive a copy. You may submit this to the admin person for your group if you are an RA to get a raise. The timing of the raise will be determined by your group.

## **DISSERTATION DEFENSE**

**\*\*\* Forms need to be filled out TWO WEEKS in advance of the exam**

1. Doctoral Defense Form

<https://www.colorado.edu/graduateschool/content/doctoral-final-examination-form>

Remember to list your chair first and the outside reader in the appropriate space at the end. Your outside reader must be a regular CU faculty member that has no affiliation with the Physics Department. As a quick check, look on the People tab on the Physics website (<https://www.colorado.edu/physics/people>) If their photo is there, they cannot be an outside reader.

2. Defense Announcement Form

<https://www.colorado.edu/physics/academics/graduate-students/graduate-program-requirements-phd/defense-announcement-form>

This form will be routed to the physics main office personnel who will make a poster for you. The 'abstract' is a short elevator pitch and is limited to 100 words.

3. Thesis Approval Form

<https://www.colorado.edu/graduateschool/content/thesis-approval-form>

This is done through the Grad School. The Physics Department is not involved.