Guide to Filling in Academic Forms

These are meant to be general guidelines for filling out the forms you will need at various stages of your graduate career. “Origin” tells you where to find them. Please note: Not all students will need all forms.

COMPS I
Form: Comps I Waiver
Origin: Physics Department
Who: Incoming grad students (if applicable)
Procedure: Fill out the applicable sections and send it to the graduate assistant (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
No action is needed on the student’s part.

TRANSFER CREDIT
Form: Transfer Credit Request form
Origin: Graduate School
Who: Students who have taken classes at another institution that have not been used towards a bachelor’s degree AND have a CU GPA
Other: Please submit these during less busy times for the GPA, i.e. late April through July and October and November
Procedure: Fill out the top part of the form. If you are transferring classes from more than one institution, each school will need its own form. Do not fill in the section that says “For Department Use Only”. Send the form and an official transcript to the graduate assistant (Jeanne.nijhowne@colorado.edu)

MASTER’S DEGREE
Form 1: Master’s Exam Form
Origin: Graduate School
Who: Students who have successfully passed Comps II and have completed all 30 course credits
Procedure: Fill out the top part of the form with name, date of exam, etc. Fill in the three members of your Comps II committee. List the chair first, add dept name, and leave spaces between the names so there is room to sign. Send it to grad assistant (Jeanne.nijhowne@colorado.edu). Grad assistant will collect signatures via docusign and submit to the Grad School when complete.

Form 2: Candidacy for Advanced Degree Form
Origin: Graduate School
Who: Students applying for an MS degree
Procedure: Fill out the first two pages of the form. Choose Plan II (Non thesis with final exam). Bottom half of the first page should be left blank. Page 2: List classes. If you are in the process of taking a class, grade can be either left blank or IP (In Progress). Do NOT list dissertation thesis hours. Sign if you can but if not, send to grad assistant (Jeanne.nijhowne@colorado.edu). Deadline for MS candidacy applications are Oct 1, Feb 1 and June 1. Grad assistant will collect remaining signatures via docusign and submit completed form to Grad School.
COMPS III
Form 1: Doctoral Exam Form
Origin: Graduate School
Who: Students who are taking Comps III exams
Procedure: Fill out the form with name, date of your exam, etc. Check “Comprehensive” box.
List the 5 members of your Comps III committee. Chair is listed first. Include the department for each person and leave spaces between the names. Send form to grad assistant
(Jeanne.nijhowne@colorado.edu) **two weeks in advance of your exam**! Grad assistant will send it to the Grad School for verification. If there is a problem, you will be notified. If you don’t hear back, that is good news. Grad assistant will circulate your form on the day of your exam. You will receive a completed copy via docusign which you will give to the admin person for your research group. If you are an RA, you will receive a raise.

Form 2: Candidacy for Advanced Degree Form
Origin: Graduate School
Who: Students taking Comps III
Procedure: Fill out the first three pages of the form. Choose Plan I (Written thesis with defense). Bottom half of the first page should be left blank. Page 2: List classes. Page 3: List transferred credits (if applicable). List dissertation hours. If there aren’t enough lines, you may put a full academic year on one line. For instance F/S 2020/21 Diss credits 3/3 That’s Fall 2020 and Spring 2021 with 3 credits each semester. Sign if you can but if not, send to grad assistant
(Jeanne.nijhowne@colorado.edu). There is no specific deadline but you should submit this at the same time you turn in your Doctoral Exam form. The grad assistant will collect remaining signatures via docusign and submit completed form to Grad School.

DISSERTATION DEFENSE
Form 1: Doctoral Exam Form
Origin: Graduate School
Who: Students defending their dissertations
Procedure: Fill out the form with name, date of your exam, etc. Check the “Final” box. List the 5 members of your defense committee. At least one must have no association with the Physics Department. Chair is listed first. Include the department for each person and leave spaces between the names. Send form to grad assistant
(Jeanne.nijhowne@colorado.edu) **two weeks in advance of your defense**! Grad assistant will send it to the Grad School for verification. If there is a problem, you will be notified. If you don’t hear back, that is good news. Grad assistant will circulate your form on the day of your defense and submit to the Grad School when it is complete.

Form 2: Poster (ad for defense)
Origin: Physics Dept
Who: Students defending their dissertations
Procedure: There is a link on the Physics website to the poster. The “abstract” is actually a three-sentence poster pitch and is meant to be very short. Your submission goes to our front desk team who create a poster and circulate it via email. These may be posted at Duane again once in-person defenses are possible.

Last Updated: September 28, 2021
Form 3: Final Grade Card  
Origin: Graduate School  
Who: Graduate Program Assistant – Student is not involved

Form 4: Thesis Completion Form  
Origin: Graduate School  
Who: Students who are completing their PhD  
Department is not involved