

**Clinical Science MSCS Program: Final Exam Process Checklist
(Expectations of the Chair)**

Checklist for Master's Thesis/Publishable Paper Final Exam Process

2-4 days prior to the Final Research Project Examination, ensure that you have received the necessary paperwork from Galit Mankin:

- Graduate School Defense Information/Instruction sheet
- Graduate School Final Examination Confirmation Sheet
- Graduate School Final Examination Results Report form
- CLSC MSCS Attendance form
- CLSC MSCS Final Project Examination Report
- Student's completed coursework and grades record

- Copy of Student's Thesis or Publishable Paper – should be provided by the student directly to the committee members (It is also the chair's responsibility to ensure all authors listed on the publishable paper agree that the student is ready for the exam)

If you have not received these documents, please contact Galit Mankin at galit.mankin@cuanschutz.edu or 720-848-6249

Day of the Final Research Project Examination

1. Introduce the student and the title of his/her project

2. Explain the structure of the Examination
 - Open forum session will include MSCS candidate's presentation (approx. 40 mins) followed by questioning (approx. 30 mins)
 - Closed session follows (only committee members and candidate)

3. Following the presentation and questioning, thank and dismiss attendees and begin the closed session (ONLY committee members and student)

4. Ask candidate to step outside room (5-10mins), while the examination committee discusses the following points:
 - a. Ensure all members have read the project
 - b. Determine order and format of questioning
 - c. Determine if there are major concerns of the candidate

5. Call candidate back into the examination room to begin closed session questioning

6. Once questioning is completed, ask student to step outside the room (10-15 mins) until asked to return.

7. Chair the Committee member executive session
 - a. Determine examination grade: pass, pass with conditions, or fail
 - If pass with conditions, the conditions need to be clearly documented and a date by which the conditions must be met identified on paper (conditions must be satisfied within 60 days), which is submitted to the CLSC Program Administrator, Galit Mankin.

- b. Committee members sign Graduate School Final Examination Report form
 - c. Complete the MSCS Final Research Project Examination Report form with committee member input
8. Call the candidate back into the room to join the committee and share the results of the examination. If there are conditions, explain the steps that the student must complete and the timeframe for completion
9. Remind the student that the CTSA grant must be cited in the finalized version of the student's Thesis or Publishable Paper.
The following language should be used when citing the grant:
"This project/publication is supported by NIH/NCATS Colorado CTSA Grant Number UL1 TR002535. Contents are the authors' sole responsibility and do not necessarily represent official NIH views."
- In addition, publications should be registered with PubMed Central.
10. Scan and e-mail the completed Graduate School forms and the CLSC forms to:
galit.mankin@cuanschutz.edu

AT NO TIME IS THE STUDENT TO HAVE POSSESSION OF ANY OF THE GRADUATE SCHOOL FORMS