

Clinical Science PhD Program: Comprehensive Examination Checklist (Expectations of the Chair)

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

- Graduate School Information/Instruction sheet
- Graduate School Confirmation Sheet
- Graduate School Comprehensive Examination Report form
- CLSC Comprehensive Examination Attendance form
- Student's completed coursework and grades record
- CLSC Comprehensive Examination Report form

- Copy of student's thesis proposal – should be provided by the student directly to the committee members

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

Day of the Comprehensive Examination

1. Have attendees sign-in using the CLSC Comprehensive Exam Attendance form
2. Introduce the student and the title of his/her thesis proposal
3. Explain the structure of the Comprehensive Examination
 - Open forum session will include PhD student's presentation (approx. 40-45 mins) followed by questioning (approx. 20-30 mins)
 - Closed session follows the open forum (only committee members and student)
4. Following the presentation and questioning, thank and dismiss attendees and begin the closed session (ONLY committee members and student)
5. Ask student to step outside room (10mins), while the examination committee discusses the following points:
 - i. Ensure all members have read the proposal
 - ii. Determine order and format of questioning
 - iii. Review student's coursework and grades
 - iv. Determine if there are major concerns of the candidate
6. Call student back into the examination room to begin closed session questioning
7. Once questioning is completed, ask student to step outside the room (10-15 mins) while committee deliberates.
8. 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 4 months). This paper should be provided to the CLSC Program Administrator, Galit Mankin.
 - b. Have committee members sign Graduate School Comprehensive Examination Report form
 - c. Complete the CLSC Comp Exam Form with committee member input

9. 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.
10. Remind the student that the CTSA grant must be cited in the finalized version of the student's Thesis. 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.
11. Scan and e-mail the completed Graduate School and CLSC forms to: Galit.mankin@cuanschutz.edu

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