

## PhD Milestones - Comprehensive Exam

			Student	Faculty	Program
After passing the Preliminary Exam - meet with a number of faculty members about possible topics for your research project			<input type="checkbox"/>		
Schedule a tentative exam date at least 4 months prior to prevent scheduling conflicts			<input type="checkbox"/>		
<b>Comprehensive Exam:</b> (Completed by the end of the student's third year)	<b>Prior Term</b>	Finalize transfer and/or validation of credits	<input type="checkbox"/>		<input type="checkbox"/>
	<b>Current Term</b>	Must be registered for at least 1 credit hour. If your examination occurs between terms, you will be required to register for the subsequent term	<input type="checkbox"/>		
	<b>8 weeks prior</b>	E-mail your research proposal to Chair & Mentor. Submit the <i>Approval of Thesis Proposal form</i> (signed by Chair & Mentor) to Galit (Form will be signed AFTER the receipt of proposal)	<input type="checkbox"/>	<input type="checkbox"/>	
		Check graduate faculty appointment status for all committee members	<input type="checkbox"/>		<input type="checkbox"/>
		Receive forms and further instructions from Galit			<input type="checkbox"/>
	<b>4 weeks prior</b>	Submit paperwork to Galit	<input type="checkbox"/>		<input type="checkbox"/>
	<b>1 week prior</b>	Galit provides committee chair with guidelines and forms:			<input type="checkbox"/>
	<b>Exam Day</b>	Good Luck! If you pass with conditions - you must satisfy them within 4 months Chair scans and e-mails completed forms to Galit		<input type="checkbox"/>	
Start data collection! Meet with your committee at least once a year - Chair should e-mail the <b>Thesis Committee Report Form</b> to Galit after each mtg			<input type="checkbox"/>	<input type="checkbox"/>	
Register for a minimum of 5 thesis credits (CLSC 8990) each Fall and Spring semester until the defense is passed			<input type="checkbox"/>		

Minimum total number of thesis hours is 30

The CTSA grant must be cited in the finalized version of the student's Thesis and any publications resulting from it. 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.