Graduate Student Academic Services (GSAS) would like to present

An Introduction to the Comprehensive Exam Committee Appointment form
The forms discussed in this video are available in GradPath.

If you are unfamiliar with GradPath please see the video Introduction to GradPath or read the GradPath FAQs for students on the Graduate College website.

www.grad.arizona.edu
The Comprehensive Exam Committee Appointment form will not be available till you have submitted the Responsible Conduct of Research form.

Greyed out buttons indicate a form has not yet been submitted.
If this is the first time you submit the Comp Exam Committee Appointment form you can click the “Create New” button.
After you submit the form you can see who has yet to make a decision and when the form was routed to them.

When someone approves your form, it will route automatically to the next approver.
If your Comprehensive Exam Committee Appointment form is still pending approval you can only use the “View Current” button.
If your Comprehensive Exam Committee Appointment form has already been approved by all reviewers you can “View Current” or “Modify”.
You will be asked to enter your expected graduation term.

• If you are working on 2 degrees please enter the appropriate graduation term for this degree.

• You can email your degree counsellor and they can update your expected graduation term.
Next you will need to select your committee members.
Use the Search button to find your committee members.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Committee Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arthur F Gmitro</td>
<td><a href="mailto:gmitro@email.arizona.edu">gmitro@email.arizona.edu</a></td>
<td>Member</td>
</tr>
</tbody>
</table>
Enter the committee member’s first and last name.

Once you have entered that information click the Search button.
Once you find the appropriate person tick the box next to their name and click the Use Selected button.

<table>
<thead>
<tr>
<th>User ID</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Richard J Koshel</td>
</tr>
</tbody>
</table>
Use the plus “+” button to add another member to your committee

| Name                  | Email Address                      | Committee Role | Search
|-----------------------|------------------------------------|----------------|-------
| Arthur F Gmitro       | gmitro@email.arizona.edu           | Member         |       |
| Lars R Furenlid       | furen@radiology.arizona.edu        | Member         |       |
| Matthew A Kupinski    | kupinski@email.arizona.edu         | Chair          |       |
| Leilei Peng           | lpeng@optics.arizona.edu           | Member         |       |
| *Search*              |                                    |                |       |
You will need to indicate each committee member’s role: member, special member, chair or co-chair.

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Email Address</th>
<th>Committee Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Search Arthur F Gmitro</td>
<td><a href="mailto:gmitro@email.arizona.edu">gmitro@email.arizona.edu</a></td>
<td>Member</td>
</tr>
<tr>
<td>2</td>
<td>Search Lars R Furenlid</td>
<td><a href="mailto:furen@radiology.arizona.edu">furen@radiology.arizona.edu</a></td>
<td>Member</td>
</tr>
<tr>
<td>3</td>
<td>Search Matthew A Kupinski</td>
<td><a href="mailto:kupinski@email.arizona.edu">kupinski@email.arizona.edu</a></td>
<td>Chair</td>
</tr>
<tr>
<td>4</td>
<td>Search Leilei Peng</td>
<td><a href="mailto:lpeng@optics.arizona.edu">lpeng@optics.arizona.edu</a></td>
<td>Member</td>
</tr>
</tbody>
</table>
How big should my committee be?

- Most doctoral programs require at least 4 comprehensive exam committee members.
- At least 3 of these members must be tenured, tenure eligible, or tenure equivalent.
- The fourth and any additional members can be special members if they have been approved by the Graduate College.
How will I know if my Committee is approved?

- Once your form receives final approval you will receive an e-mail from GradPathForms@grad.arizona.edu
What if my committee is denied?

If your Comp Exam Committee Appointment form is denied you will receive an email from GradPathForms@grad.arizona.edu. You can “View Current” to see why your Committee was denied. You can then “Modify” and re-submit your Committee.
Can I change my Comp Exam Committee?

• YES

• If your Committee Appointment form is still pending a decision you can contact the person listed on the routing and ask them to deny that form so that you can modify it and re-submit.

• If your Committee Appointment form has already been approved by the Graduate College you can modify and re-submit it.
It takes time to approve forms.

- Submit your forms well before your comprehensive exam.
- You cannot submit the Announcement of Comps Exam until the Plan of Study and the Comprehensive Exam Committee have both been approved by all reviewers.
Thank you.

- If you have any questions you can contact your graduate coordinator or your degree counselor in the Graduate College.
- The contact information for your degree counselor is available on the graduate College website: www.grad.arizona.edu

Contact Us/Departmental Program Contacts by Program