

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.

▼ PHD - Natural Resources (Active in Program)

Responsible Conduct of Research Statement (NTRSPHD)	View Current	i
Plan of Study (NTRSPHD)	View Current	i
Comp Exam Committee Appointment Form (NTRSPHD)	View Current	i

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.

Comp Exam Committee Appointment Form

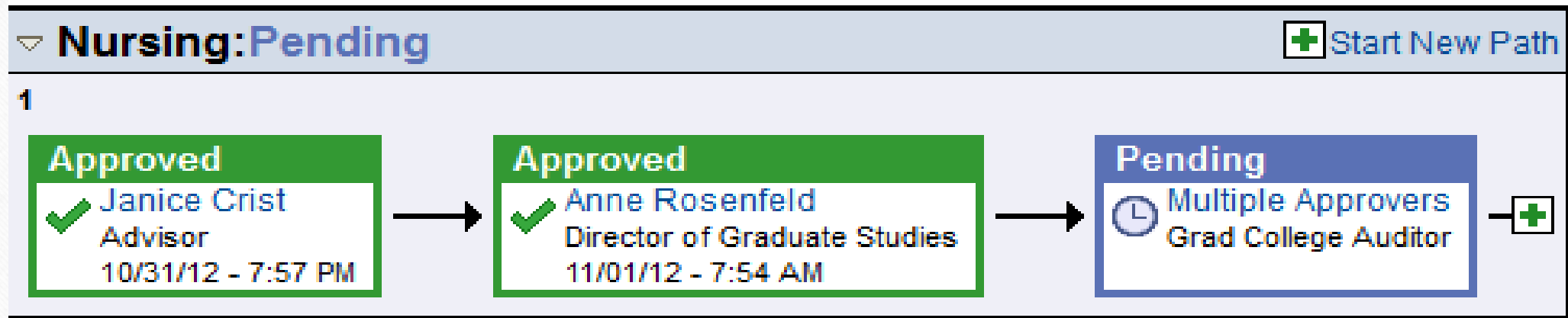
View Current

CREATE NEW

Modify

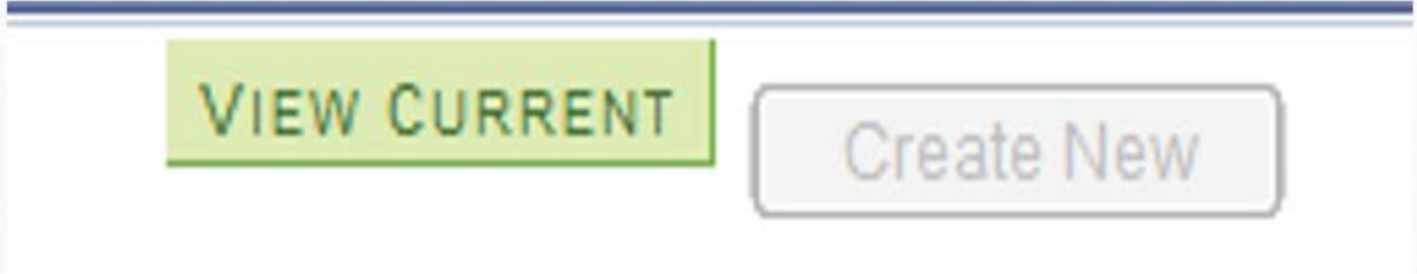


After you submit the form you can see who has yet to make a decision and when the form was routed to them.



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.



A screenshot of a web interface showing two buttons. The first button, labeled "VIEW CURRENT", is highlighted with a green background and a dark green border. The second button, labeled "Create New", is a light gray button with rounded corners and a thin gray border. The buttons are positioned below a horizontal blue line.

VIEW CURRENT

Create New

If your Comprehensive Exam Committee Appointment form has already been approved by all reviewers you can “View Current” or “Modify”.

Comp Exam Committee Appointment Form

VIEW CURRENT

Create New

MODIFY

You will be asked to enter your expected graduation term.

Expected Graduation Term

Enter your expected graduation term and year below

Spring (May) ▼

Year 2015

If your expected graduation term changes, notify Elise Bowler at ebowler@grad.arizona.edu (30012,8)

- 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.

Committee Members						
		Name	Email Address	Committee Role		
1	<input type="button" value="Search"/>	Eustace L Dereniak	eustace@optics.arizona.edu	Member ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="button" value="Search"/>	Arthur F Gmitro	gmitro@email.arizona.edu	Chair ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="button" value="Search"/>	Lars R Furenlid	furen@radiology.arizona.edu	Member ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="button" value="Search"/>	Ronald J Jones	rjjones@optics.arizona.edu	Member ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
5	<input type="button" value="Search"/>				<input type="button" value="+"/>	<input type="button" value="-"/>

Use the Search button to find your committee members.

Committee Members					
		Name	Email Address	Committee Role	
1	<input type="button" value="Search"/>	Arthur F Gmitro	gmitro@email.arizona.edu	Member	<input type="button" value="+"/> <input type="button" value="-"/>

Enter the committee member's first and last name.

D Search

Empl ID

User ID

First Name

Last Name

Email

[If the person you wish to](#)

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.

	User ID	Full Name
<input type="radio"/>	1 JKOSHEL	Richard J Koshel

Use Selected

Cancel

Use the plus “+” button to add another member to your committee

Committee Members						
		Name	Email Address	Committee Role		
1	<input type="text" value="Search"/>	Arthur F Gmitro	gmitro@email.arizona.edu	Member	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="Search"/>	Lars R Furenlid	furen@radiology.arizona.edu	Member	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="text" value="Search"/>	Matthew A Kupinski	kupinski@email.arizona.edu	Chair	<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="text" value="Search"/>	Leilei Peng	lpeng@optics.arizona.edu	Member	<input type="button" value="+"/>	<input type="button" value="-"/>
5	<input type="text" value="Search"/>				<input type="button" value="+"/>	<input type="button" value="-"/>

You will need to indicate each committee member's role: member, special member, chair or co-chair.

		Name	Email Address	Committee Role		
1	Search	Arthur F Gmitro	gmitro@email.arizona.edu	Member	+	-
2	Search	Lars R Furenlid	furen@radiology.arizona.edu	Member	+	-
3	Search	Matthew A Kupinski	kupinski@email.arizona.edu	Chair	+	-
4	Search	Leilei Peng	lpeng@optics.arizona.edu	Member	+	-

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.

VIEW CURRENT

Create New

MODIFY

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