

DUTIES OF GRADUATE COMMITTEE REPRESENTATIVE IN PRELIMINARY EXAMINATIONS

The Chair of the preliminary examination committee:

1. Responsible for bringing student's academic record (obtain this information from graduate secretary) to examination.
2. Introduce student at open seminar
 - a. Open seminar to discussion – excluding committee members questions unless germane to presentation.
 - b. Stop questions after appropriate time.
3. Convene closed questioning session
 - a. Excuse student before questioning begins to:
 - i. Remind committee to exam breadth of knowledge
 - ii. Discuss briefly, if necessary, any major concerns
 - b. Convene closed questioning
 - c. Challenge breadth of knowledge if committee does not
4. Email Graduate Secretary (copying committee members) after determining outcome.
 - a. Include comments from committee
 - b. Write separate letter if DELAY option is outcome stating clearly remediation and time limit. Letter to be sent to student, mentor, chair, DGS, and graduate secretary.
 - c. This letter will be included in student's file.
 - d. Student's GradPlan will be updated by graduate secretary when outcome is reached.