

Duties of Graduate Committee Representative in Preliminary Examinations

- A. Chair of the preliminary examination committee
 - 1. Responsible for bringing student's folder to examination
(See Suzy: all necessary forms will be prepared)
 - 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
 - (1) remind committee to exam breadth of knowledge
 - (2) discuss briefly, if necessary, any major concerns
 - b. Convene closed questioning
 - c. Challenge breadth of knowledge if committee does not
 - 4. Fill in Preliminary Examination Report 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
 - c. Have Preliminary Examination Report typed and signed by all committee members and included in student's file.