

September 15, 2014

Dear Colleague,

I am pleased to welcome you to your role as the Graduate Studies representative on a comprehensive or final oral examination. Your presence ensures the appropriate standards of fairness, professionalism, judgment, and skill are applied throughout the examination process for the benefit of the institution and in the best interest of the student.

To assure that the mission of the University is not compromised and that research integrity and objectivity is upheld, we ask that the Graduate Studies representative report if any of the following guidelines are not met during the examination process:

1. The examination was conducted in compliance with the policies and by-laws of the University, Graduate Studies, and the program's Graduate Division.
2. You were accorded full participatory rights in the examination.
3. You were accorded full voting rights as a member of the committee.
4. The examination was free from irregularities or unfairness to the student.
5. The examination was free from irregularities or unfairness among faculty members.
6. The comprehensive examination, if repeated, occurred at least 90 days after the last unsuccessful attempt.
7. The final examination was held in a manner that was free and open to the public.

Your acceptance of this role attests there is no conflict/duality of interest that would preclude your service as an objective participant observer on behalf of Graduate Studies.

For more information, please see the policy on [Doctoral Student Oral Exam Committee Composition](#) and the [Graduate Studies Representative on Doctoral Exam Committees](#).

Following the examination, should any of the above listed areas of the examination be compromised, please report these in writing to me. If there are no irregularities or unsatisfactory events present, a written report is not required. However, positive feedback is always welcome.

Thank you for your service.

Best wishes,

Michael C. Roberts, Ph.D.
Dean of Graduate Studies
The University of Kansas