

Graduate Studies Representative
Doctoral Exam Committee
University of Kansas

Michael C. Roberts
Office of Graduate Studies
213 Strong Hall
1450 Jayhawk Blvd.
Email: graduate@ku.edu
Phone: (785) 864-8040
URL: graduate.ku.edu

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 for the benefit of the institution and in the best interest of the student.

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

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. In the event of an unsatisfactory result on the comprehensive examination, the department determines the minimum appropriate interval before the exam may be repeated. If the exam is a repeat, the minimum appropriate interval elapsed after the last unsuccessful attempt. 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 that there is no conflict or 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, feedback is always welcome.

Thank you for your service.

Best wishes,

Michael C. Roberts, Ph.D., ABPP
Dean of Graduate Studies