On a doctoral supervisory committee, the Graduate School Representative (GSR) has the important task of representing the University with respect to high standards of scholarly performance and unbiased treatment of the student. This task is especially needed during a student’s General and Final examinations. Your role is to observe these exams and complete the Graduate School Representative Report, basing your responses on your personal opinion and/or previous graduate student supervisory committee experiences as opposed to knowledge of the particular subject matter. **Important Note:** **If requirements 1 & 2 below have not been met, adjourn the examination immediately and contact the Graduate School.**

**Prior to the start of the examination:**
1. **Warrant verification:** Verify that the Chair has obtained the warrant and brought it to the examination.

2. **Quorum verification:** Assure that the required 4 members are present -- the Chair, the GSR, and at least two other members whose names are listed on the warrant. *(Members may be present by an audio/video conference)*.

**After the examination:**
3. **Signature verification:** Make certain that all committee members present at the examination have signed the warrant. *(Members participating by an audio/video conference will e-mail their vote to the committee chair.)*

4. Complete the Graduate School Representative Report and send it to Graduate Student Services, Box 353770. **Note:** It is the responsibility of the Chair or student to submit the signed warrant to the Graduate Program Assistant (GPA) in the student’s graduate program by the last day of the quarter.

**Audio/Video Conference:**
The Graduate School allows for the committee members (with the exception of the GSR) and/or student to participate at the examination by audio/video conference. If this examination includes one of these conferences, please note the following additional responsibilities:

- If communication is broken with the conference participant(s) and cannot be retrieved, adjourn the exam. The exam must be rescheduled to a later time/date.
- If the student is participating by audio conference, verify that the proctor is present (no proctor is required if the student is participating by video conference).

**What to do if a member fails to appear at an exam**

In the event that a member of the committee should unexpectedly not attend an exam, the following procedures should be followed:

1. If the Chair is not present, wait 15 minutes (or longer if appropriate) then adjourn the exam and reschedule to a later time/date.

2. If a general member is not present and the quorum (as stated above) is not intact, the exam should be adjourned and rescheduled to a later time/date, OR, the exam may adjourn momentarily until another field-specific faculty member can be found as a replacement.

3. If a general member is not present but the quorum (as stated above) is intact, the exam may proceed.

In all cases, an attempt must be made to contact the absent member before taking any action. **Should you have any questions or concerns regarding these responsibilities, please contact Graduate Education Services at 685-2630, 543-8720, or 543-5900.**