

**Doctoral Dissertation Committee Policy (effective August 28, 2017)**

**Remote Attendance Certification  
(To be completed by the Committee Chair)**

Student Name: \_\_\_\_\_

Department: \_\_\_\_\_

Time and date of meeting/defense: \_\_\_\_\_

Location of meeting/defense: \_\_\_\_\_

Committee members

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee member or member(s) attending remotely (Maximum of 2 permitted, one of whom must be external). Prior permission must have been obtained from the Assistant Dean for Graduate Studies

\_\_\_\_\_

I, as Committee Chair, attest that the remote attendance requirements as detailed on page 2 of this form were met for the dissertation proposal/prospectus/overview or defense conducted on this date.

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

\* Please detail on p. 2 of this form any technological problems that arose and how they were resolved. Please also explain if these issues resulted in a rescheduling or later continuance of the meeting.

## Doctoral Dissertation Committee Policy (effective August 28, 2017)

### Remote attendance requirements

To satisfy the requirements of remote attendance, any remotely attending committee member must have full audiovisual interaction. The attendee must be visible to other committee members and the graduate student presenter and must be able to see the presenter as well as others in the room as necessary. The attendee must be able to hear and participate orally in all parts of the discussion and questioning. The candidate's department is responsible for arranging the necessary technology to fulfill the remote attendance requirements and it is recommended that someone with technological expertise be present to resolve difficulties if they arise. **The dissertation proposal/prospectus/overview meeting or the defense of the dissertation must be rescheduled (or finished at later time) if –**

1. it is not technologically possible to accomplish the required level of audiovisual interaction at the time and place appointed; or
2. the video portion of the connection fails before the defense is 50% completed (reasonably determined by the Committee Chair) and cannot be reestablished; or
3. the audio portion connection fails before 90% of the meeting or defense is completed (reasonably determined by the Committee Chair) and cannot be reestablished.

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**Provide below the details of any technological problems encountered and their resolution, including rescheduling and later continuance:**