

## Doctoral Dissertation Committee Policy

### **Dissertation Proposal/Prospectus/Overview/Defense Attendance Certification** (To be completed by the Committee Chair or Co-Chairs after the meeting/defense)

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**Part I:** To be completed for ALL meetings/defenses:

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

Department: \_\_\_\_\_ PeopleSoft ID: \_\_\_\_\_

Time & date of meeting/defense: \_\_\_\_\_ Location: \_\_\_\_\_

Meeting/defense was conducted:

Fully In Person (skip to Part III)    Hybrid (both in-person and remote attendees)    Fully Remote

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**Part II:** To be completed for Hybrid and Fully Remote meetings/defenses:

Student Attended:    In Person    Remote

Committee members:

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

Committee member or members attending remotely:

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

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**Part III:** To be completed for ALL meetings/defenses:

I/We, as Committee Chair/Co-Chairs, attest that the dissertation proposal/prospectus/overview or defense conducted on this date was conducted fully in-person, OR that the remote attendance requirements for a hybrid or remote meeting/defense as detailed on page 2 of this form were met.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Part IV:** To be completed for Hybrid and Fully Remote meetings/defenses:

For Hybrid and Fully Remote meetings/defenses, 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.

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### Requirements for Audio-Visual Technology

To satisfy the requirements for the remote attendance of any committee member or, exceptionally, the candidate, all participants in the meeting or defense must have access to the technological means for audiovisual interaction. Remote attendees must be accessible, with or without reasonable accommodations, to the graduate student presenter and other committee members participating in person and vice versa. The candidate's graduate program is responsible for arranging the necessary technology on campus and it is recommended that someone with technological expertise be present to resolve any difficulties as they may 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 meeting or 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.

Should any committee member and/or graduate student require accessible accommodations, please be sure to plan accordingly with the department in advance.

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