

1. Shorten form name from The Approval of Remote Committee Participation to **Remote Participation**

Current catalog copy under PhD Dissertation in Graduate School section:

It is generally expected that all dissertation committee members be physically present for the dissertation proposal defense and for the dissertation final defense. If there is an exceptional case in which one committee member needs to participate in the proposal or final defense from a remote location, the student and all committee members must assure that all the conditions listed on the Approval of Remote Committee Participation Form are met. (No more than one committee member may participate from a remote location.) This form, which may be obtained from the Graduate School, must be completed and returned to the Graduate School at least two weeks prior to the scheduled proposal or final defense.

Proposed revision to copy:

It is expected that all dissertation committee members be present for both the dissertation proposal defense and the dissertation final defense. If an exceptional situation requires a committee member other than the Chair or Graduate Faculty Representative to participate in the proposal or final defense from a remote location, the following conditions must be met:

1. The Remote Participation form must be submitted to the Graduate School at least two weeks prior to the scheduled proposal or final defense. Original or scanned original signatures are acceptable.
2. Any visual aids or other materials must have been distributed in advance to the remote member.
3. The remote member participates in the entire and complete conduct of the meeting through video conferencing.
4. The Chair has accepted responsibility for the oversight of any logistical arrangements necessary.
5. The final defense (Doctoral only) must be open to the public, announced through the Graduate School Defense Announcement portal at a minimum, and held on campus.