**4.4.2**

Despite efforts to achieve full, in-person participation, students may discover that one or more committee members cannot be physically present on campus for an examination at a time that suits most others. Three options are available when **one member cannot attend**:

1. The committee member who cannot be physically present may be replaced permanently on the committee by another member of the graduate faculty who can attend the examination and commits to fulfilling all other remaining responsibilities of POS committee service. The new member must fill the same role (be an inside vs. outside member) as the member being replaced. To make this replacement, a new POSC should be routed and approved.
2. Complete the [Request for Committee Substitution at the Preliminary or Final Oral Exam](https://secure.grad-college.iastate.edu/committee-substitution/) form before the examination to arrange for a temporary, substitute committee member who will serve with voting rights only for the examination that the permanent member cannot attend. This option can be used in cases in which the member’s absence is planned, or in cases of emergency/unplanned absences. The substitute must fill the same role (be an inside vs. outside member) as the absent member. Although not required, the absent member may participate for part or all of the examination by use of any form of remote connection, but the absent member may not vote.
3. The member who cannot be physically present for the examination may participate remotely if that person is engaged in the session for its entirety. A video-audio connection is preferred, though audio-only is permitted. A student can arrange for this remote participation by completing the [Preliminary or Final Oral Examination with Committee Member at a Distance](https://secure.grad-college.iastate.edu/distance/) form prior to the exam.

Special arrangements can be made when it is necessary for **two committee members to participate remotely,** but only if there are at least five members on the committee**.** Any oral examination that involves two remote faculty members must be held in a location preapproved by the Graduate College. Preapproved locations will be equipped with technology for high-quality videoconferencing and will be staffed with experts in the use of the technology. Those experts must be contacted by the student and/or major professor(s) at least three weeks in advance to schedule the space and to confer about any necessary pretesting of technology. The experts or their designees must agree to monitor the examination through its entirety, to strive to correct any technical problems quickly, and to notify the Graduate College within three days after the examination of any problems with videoconferencing. The student, the student’s program(s), or the major professor(s), will be responsible for paying any fees associated with use of space and technical assistance. The Graduate College may nullify an examination in which the integrity of the process could not be maintained due to technical difficulties.

Students are not allowed to participate in their preliminary examination at a distance. If a student’s entire Ph.D. degree program is completed at a distance, a waiver of this requirement may be sought for students who would face hardship in getting to campus for their exam.

**6.2.6**

~~All members of the POS committee are required to attend the oral examinations unless prior approval has been granted by the Graduate College for a substitute or replacement. In some cases, it may only be possible to convene the committee in a timely manner if one of the committee members participates at a distance. This is permitted if the distance participation is agreeable to all committee members, if the mode of communication permits the full participation of the committee member at a distance, and if the Graduate College is notified in advance of the examination in writing by the major professor and advised who will sign for the distant committee member at the conclusion of the examination. The preferred method of distance participation is video conferencing, but speaker phone is acceptable in cases where visual presentation is not critical. The distant committee member must participate for the entire examination~~.

**7.1.2**

Despite efforts to achieve full, in-person participation, students may discover that one or more committee members cannot be physically present on campus for an examination at a time that suits most others. Three options are available when **one member cannot attend**:

1. The committee member who cannot be physically present may be replaced permanently on the committee by another member of the graduate faculty who can attend the examination and commits to fulfilling all other remaining responsibilities of POS committee service. The new member must fill the same role (be an inside vs. outside member) as the member being replaced. To make this replacement, a new POSC should be routed and approved.
2. Complete the [Request for Committee Substitution at the Preliminary or Final Oral Exam](https://secure.grad-college.iastate.edu/committee-substitution/) form before the examination to arrange for a temporary, substitute committee member who will serve with voting rights only for the examination that the permanent member cannot attend. This option can be used in cases in which the member’s absence is planned, or in cases of emergency/unplanned absences. The substitute must fill the same role (be an inside vs. outside member) as the absent member. Although not required, the absent member may participate for part or all of the examination by use of any form of remote connection, but the absent member may not vote.
3. The member who cannot be physically present for the examination may participate remotely if that person is engaged in the session for its entirety. A video-audio connection is preferred, though audio-only is permitted. A student can arrange for this remote participation by completing the [Preliminary or Final Oral Examination with Committee Member at a Distance](https://secure.grad-college.iastate.edu/distance/) form prior to the exam

Special arrangements can be made when it is necessary for **two committee members to participate remotely,** but only if there are at least five members on the committee**.** Any oral examination that involves two remote faculty members must be held in a location preapproved by the Graduate College. Preapproved locations will be equipped with technology for high-quality videoconferencing and will be staffed with experts in the use of the technology. Those experts must be contacted by the student and/or major professor(s) at least three weeks in advance to schedule the space and to confer about any necessary pretesting of technology. The experts or their designees must agree to monitor the examination through its entirety, to strive to correct any technical problems quickly, and to notify the Graduate College within three days after the examination of any problems with videoconferencing. The student, the student’s program(s), or the major professor(s), will be responsible for paying any fees associated with use of space and technical assistance. The Graduate College may nullify an examination in which the integrity of the process could not be maintained due to technical difficulties.

Under rare circumstances (which must be defined by the graduate program’s handbook or governance document), a **graduate student** may participate in his/her final oral examination at a distance. For both master’s and Ph.D. students, the Graduate College must be **notified in advance** of the examination. The student will submit the [Final Oral Exam with Student at a Distance](https://secure.grad-college.iastate.edu/student-at-distance/) form, which will require approval from the major professor before the Graduate College will approve. Whenever a student defends at a distance, **the entire POS committee** is expected to be on campus and available at a single location to facilitate the formulation of an objective evaluation, unless the program has received a waiver for this requirement. **Technical capability for real-time visual and spoken communication** must be established. Graduate programs may establish a student fee for technical costs associated with videoconferencing.