**4.4.2**

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**by submitting the form “Preliminary or Final Oral Examination with Committee Member at a Distance”, which is available at the Graduate College’s website.  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.

**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.
2. Contact the Graduate College 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.

Special arrangements can be made when it is necessary for **two committee members to participate remotely.** The number of allowable remote participants depends on the number of voting members on the committee:

| **Total number of voting members** | **Maximum allowable remote faculty members** |
| --- | --- |
| 3 | 1 |
| 4 | 1 |
| 5 | 2 |

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. In the case of master’s students, the Graduate College must be **notified in advance** of the examination in writing, with written approval of the major professor, the POS committee, and the program’s DOGE. In the case of doctoral students, permission must be requested from the Graduate College, and the request must include a justification explaining the unusual circumstances that necessitate defense at a distance, approval of the major professor, the POS committee, and the program’s DOGE. 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.