

# Approval of Remote Committee Participation



Defense Date: Month  Day  Year

Student Name:  800 #:

Student E-mail Address:

- Check One:
- |  |   |
|--|---|
| <input type="radio"/> Project Proposal Defense           | <input type="radio"/> Thesis Proposal Defense       |
| <input type="radio"/> Project Final Defense              | <input type="radio"/> Thesis Final Defense          |
| <input type="radio"/> Scholarly Project Proposal Defense | <input type="radio"/> Dissertation Proposal Defense |
| <input type="radio"/> Scholarly Project Final Defense    | <input type="radio"/> Dissertation Final Defense    |

Graduate School policy permits one member of a student's committee to be connected from a distant site for required project committee meetings if the below conditions are met. This form must be submitted to the Graduate School at least two weeks prior to the scheduled proposal defense.

1. Advance written agreement of the student and all committee members has been obtained.
2. Any visual aids or other materials have been distributed in advance to the remote member.
3. The remote member participates in the entire and complete conduct of the meeting through either video conferencing (preferred) or audio conferencing.
4. The Chair of the Dissertation/Scholarly Project/Thesis Committee has accepted responsibility for the oversight of any logistical arrangements necessary.
5. Any costs associated with remote participation are not the responsibility of the Graduate School and must be arranged in advance.

**We, the undersigned, are aware that one member of this committee will be participating remotely in this meeting and agree to this remote participation. We do hereby verify that all of the above conditions have been or will be met for the committee meeting checked.**

**Student:**

Name:  Signature/Date:

**Chair:**

Name:  Signature/Date:

**Remote Member:**

Name:  Signature/Date:

**Graduate Faculty Representative:**

Name:  Signature/Date:

Name of Department Underwriting Costs: