
Remote Participation Notification

When to Use this Form

It is expected that all members of graduate committees should be physically present at all required oral examinations including the culminating thesis, dissertation, scholarly project or capstone defenses. Under special circumstances, however, it is permissible for the student, and/or committee members to participate from a remote location provided the conditions listed below are met:

- Advance agreement of the student and all committee members has been obtained.
- All participants join using university adopted video conferencing tools that allow for screen sharing.
- The thesis, dissertation, scholarly or capstone project has been distributed in advance to the remote participants.
- The committee members participate in real time during the entire, complete meeting, discussion, presentation, and evaluation.
- The student, with the assistance of the major professor, is responsible for making the scheduling arrangements; the major professor accepts responsibility for the oversight of any logistical arrangements necessary.
- Any costs associated with remote participation are not the responsibility of the Graduate School, and must be arranged in advance.
- The UT requirement of a public presentation for oral defense of dissertation is still in effect.

Student Instructions

1. Fill out the form, being sure to provide both the method and the reason for the remote participation, as well as the names of all who will participate remotely.
2. Obtain your signature and the signatures of all committee members, using either physical signatures (with a pen) or electronic signatures (visit the [Graduate School](#) for details on this process). To use electronic signatures, email the file to each in turn (*do not send to both at the same time*). They will send the signed file back to you to send to the next person.
3. Deliver the signed form to the Graduate School at the time you schedule your defense. If you use electronic signatures, email the form with all signatures to **gradspec@utk.edu**. Otherwise, use one of the following methods:
 - Take the original, signed form to the Graduate School personally.
 - Send the original, signed form to the Graduate School by mail.
 - Scan the original, signed form and email it to **gradspec@utk.edu**.

Department Instructions

When you receive a form to sign by a student, sign and return it in one of the following ways:

- If the student sent a file by email that allows you to use electronic signatures, apply your signature (see the [Graduate School](#) for details on this process), and email the saved form back to the student.
- If the student sent a file that does not allow you to use an electronic signature, print it, sign it, scan it, and email it back to the student.
- If the student brought the form to you personally, simply sign with a pen and return it.

Remote Participation Notification

Student Name: _____
Last First Middle

Student ID #: _____ **Date of Defense:** _____

The following committee member(s):

and/or student: _____ **will participate remotely in student's oral defense.**

Participation will be conducted in the following format:

Reason for remote participation:

Committee Chairperson (Print Name) Signature

Committee Member (Print Name) Signature

Committee Member (Print Name) Signature

Committee Member (Print Name) Signature

Committee Member (Print Name) Signature

Your signature on this form indicates that you are in agreement and that you have read and understand the policy associated with this form.