

REQUEST TO SCHEDULE A DOCTORAL EXAMINATION

EMAIL TO GRAD.SCHOOL@unco.edu at least 2 weeks prior to exam

Student's Name _____ Bear ID (last 4 digits **ONLY**) _____

Student's Bearmail _____ Program/Major _____

Student Attendance: On Campus Electronic

This form must be turned in to the Graduate School at least **2 weeks prior to the Exam/Defense**. Exceptions to this rule must be accompanied by an explanation of the late request from the Research Advisor and will be considered on a case by case basis. *No exam/defense will be allowed with less than one-week prior notice.*

Please verify you have met these requirements:

- Results of Written Comps files with the Graduate School-In order to request to schedule any exam, the results of the written examination must have been filed with the Graduate School indicating that the student passed the written comps.
- Plan of Study must be on file with the Graduate School.
- Committee must match the committee on record in the Graduate School records. Any changes to the committee must be made prior to the two weeks required to schedule the exam or it must be rescheduled.
- GPA of at least 3.0
- Must be enrolled in 1.0 credit hour – if not, continuous registration fee will be billed to your UNC account

TYPE OF EXAMINATION REQUESTED:

ORAL COMPREHENSIVE EXAMINATION

DEFENSE OF DISSERTATION

DEFENSE OF CAPSTONE

Please type title of dissertation or capstone clearly. This title will be listed in the graduation program – Do not use abbreviations or acronyms in the title.

Exam Date: _____

Exam Time: _____

Exam Location/Building & Room Number: _____

List **ONLY** the names of Committee Member(s) and/or Student Attending Electronically.

All committee members, including the Faculty Representative or appointed substitute, must be present in person or electronically per the guidelines for Doctoral Research Committees. **No more than 2 individuals total may participate electronically (includes the student and committee members)**. Any emergency substitution must be appointed prior to the start of the examination).

List Committee Members – **MUST** match the committee and roles appointed by the Graduate School

Research Advisor/Co-Research Advisor _____

Co-Research Advisor or 2nd Committee Member _____

Committee Member _____

Faculty Representative _____

5th Committee Member or Honorary Member _____

Signature of Research Advisor _____ DATE _____

Doctoral students' oral comprehensive, proposal and final dissertation/capstone defense examinations require the attendance of the student, all committee members, including the faculty representative, external and honorary members. Attendance, for the purpose of this policy, is defined as either a physical/in-person presence on campus or an electronic presence (e.g. telephone/conference call, video conferencing [Skype[®], Facetime[®]] or other online meeting platform).

- Electronic attendance by the student or committee members assume the technology is viable and works continuously throughout the examination of the student.
- Should the technology fail or be disrupted in any committee meeting (orals, proposal, or final dissertation/capstone defense) in excess of 15 minutes the Research Advisor and/or Faculty Rep must contact the Graduate School and reschedule the examination for later date and are not subject to the two-week period required for public announcement of the examination. If the examination continues with failed technology for more than 15 minutes, the results will not be accepted by the Graduate School and the student will need to reschedule and will be subject to the two-week period for public announcement.
- No more than two persons, either two committee members or the student and committee member may attend electronically with prior permission from the Graduate School.

Online and In-country programs: With the consent of their program, doctoral students, in programs delivered online or *in country*, are permitted to attend their oral comprehensive examination and dissertation/capstone proposal hearing electronically provided the doctoral research committee has, in advance of the hearing, received all necessary and relevant documents, visuals and or materials. Doctoral students, in online programs must attend the final dissertation defense, in person, on the main campus to allow attendance by members of the academic community. Doctoral students whose programs are delivered *in country* will defend their dissertation/capstone at a location determined by the doctoral program and Dean of the Graduate School.

Main campus programs: Consistent with the delivery method of their programs doctoral students enrolled in main campus programs must attend their oral comprehensives, proposal hearing and final dissertation/capstone defense, in person, on the main campus. In rare cases, doctoral students, with the support of their research advisor, may petition the Graduate School to be exempted from this policy to be permitted to attend *either* the oral comprehensive examination or the proposal hearing electronically. Doctoral students enrolled in main campus programs must attend their final dissertation defense in person, no exceptions.

Committee Members: All members of doctoral research committees (research and co-research advisors, program representatives, members from related disciplines, and external and honorary members) must be present at doctoral students' oral comprehensive examinations, dissertation proposal defense and final dissertation/capstone defense. No more than two of the committee members may, attend the oral comprehensive examination and proposal defense via electronic means. Committee members must plan ahead and discuss the desire to attend electronically with the doctoral student and the student's Research Advisor. The Research Advisor and doctoral student work together in advance of the examination or defense to secure the needed technology and space (room, conferencing number, etc.). The student will indicate and the Research Advisor will confirm committee members' electronic attendance on *The Request to Schedule a Doctoral Examination* form submitted to the Graduate School in advance of the examination. In the event of unforeseen circumstance or a weather related emergency, two of the four committee members may attend oral comprehensive examinations or proposal hearings electronically.