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# 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 thesis or dissertation 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 in with two way audio and video connections; audio only connections must be approved by the major professor if the video connection is not possible. When the student is the remote participant, his or her connection must be an audio and video connection.
- Any visual aids or other materials have 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 is responsible for making the scheduling arrangements, and 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.

## 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. Print out the form and obtain the signatures of all committee members.
3. Deliver the signed form to the Graduate School at the time you schedule your defense. 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](mailto:gradspec@utk.edu)**.

# Remote Participation Notification

**Student Name:** Lowe Robert Earl  
*Last First Middle*

**Student ID #:** 000290586 **Date of Defense:** July 12, 2018

**The following committee member(s):**

Dr. Audris Mockus  
Dr. Bradley Vander Zanden

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

**Participation will be conducted in the following format:**

Skype video call.

**Reason for remote participation:**

Dr. Mockus and Dr. Vander Zanden are out of the country for the summer.

\_\_\_\_\_  
*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.