

## Remote Participation Notification & Exception Request Form

Submit to [DGE Portal](#) or Email to: [askgrad@grad.ucla.edu](mailto:askgrad@grad.ucla.edu). Review [Remote Participation Instructions & Exception Guidelines](#) before submission. **Only one doctoral committee member (never the chair or co-chair)** may participate remotely in an oral qualifying examination or final defense. Committee chairs must notify the Division of Graduate Education (DGE) of the remote participation using this form. Requests to allow the student and multiple committee members (including the chair or co-chair) to participate remotely must be authorized by the Chair of the student's department or IDP and are only considered by DGE in exceptional circumstances. In both cases, remote participation **must be a matter of necessity rather than convenience.**

Student Name (Last, First):

Student UID:

The following faculty member will be participating remotely in the \_\_\_\_\_ scheduled for:

Student Email Address:

Name (last, first)	Committee Member *	Department/IDP	Academic Rank

Additional remote participants (permitted only in exceptional circumstances):

Name (last, first)	Committee Member*	Department/IDP	Academic Rank

Please select the primary reason for the remote participation

- COVID-19    
  Medical    
  Committee member(s)/Student located off campus and cannot commute to UCLA  
 Scheduling of Examination    
  Financial Hardship    
  Other

Please explain why the committee member will be participating remotely. If an exception is being requested for the student/ multiple remote participants, please describe the circumstances in detail (attach an additional page and supporting documentation if needed):

	Signature	Date
<b>Student</b>		
<b>Student's Committee Chair</b> <i>I affirm that the technology used for the remote participation will allow the remote participant(s) to see/be seen by and hear/be heard by all committee members and have access to visual materials simultaneously. Any costs associated with the use of this technology will be absorbed by the department not by the student.</i>		
<b>Student's Department Chair</b> <u>Required for exception requests for the remote participation of the student and multiple committee members (including chairs or co-chairs) only</u>		
<b>For DGE Use (Exceptions Only):</b> Approve      Deny Associate Dean's Signature		

\*The "Required Member" option refers to a committee member who is serving as part of the minimum required membership of a UCLA doctoral committee (4 for Ph.D.; 3 for Ed.D., D.Env., D.M.A., D.N.P., & Dr.P.H.). The "Additional Member" option refers to a committee member serving as Subject Matter Expert (SME) i.e. an individual who isn't serving as one of the 4 or 3 required members.

## **Remote Participation of a Doctoral Committee Member at a Qualifying Examination or Final Defense\*\***

Only one committee member (never the chair or co-chair) may participate remotely in an oral qualifying examination or final oral examination (defense of the dissertation). Remote participation must be a matter of necessity rather than convenience. The student must petition the committee chair in advance of the examination to allow one member to participate remotely; the committee chair must provide written approval to the student ahead of the examination.

The technology required for remote participation must allow for the participant to see/be seen by and hear/be heard by all committee members and have access to visual materials simultaneously. Although no exception petition will be required for one committee member participating remotely, the student's committee chair must report the remote participation on a designated form submitted to the Graduate Division. Under rare circumstances, the committee chair may request an exception through the same designated form to allow the student and multiple committee members (including the chair or co-chair) to participate remotely in a doctoral oral qualifying examination or a final oral examination (defense of the dissertation). If an exception is being requested, the form must be signed by the Chair of the student's department. Remote participation forms must be submitted to the Graduate Division at least two weeks prior to the examination, unless the remote participation is being requested due to unforeseen circumstances such as a positive COVID-19 test.

[\*Standards & Procedures for Graduate Study at UCLA \(p.20\)\*](#)