

It will be necessary for someone to host the remote defense. You and/or your supervisor will need to decide who this will be. The host can be anyone of the committee or may be another faculty member or member of staff. You are strongly encouraged to hold a trial run. You need help during the date/time of your defense.

Do I need to submit a Committee Member Remote Form?

No, if the defense will be remote. As everyone will be attending remotely, you do not need to submit Committee Member Remote Forms.

Yes, if the defense will be in person. If one committee member is unable to attend you need to submit a Memo - [Committee Member Remote form](#). If more than one member committee cannot attend in person, the defense will be held remotely and all committee members will attend remotely.

Do I need to submit a Committee Member Absent Form?

Yes, if one of your committee members is unable to attend the defense, you need to submit a Memo - [Committee Member Absent form](#) whether the defense is remote or in person.

What if a committee member is unable to sign a Committee Member remote or Committee Member Absent form?

If for any reason, it is not possible for the committee member to sign a form, we will accept an email from the committee member dissertations@utdallas.edu. The email should state the reason for the absence, or for the request to attend remotely. If the committee member will be absent they must state that they agree to vote with the rest of the committee.

There is a large block of garbled text and symbols, possibly representing a corrupted image or a placeholder for a signature block. It includes various characters, some resembling email addresses and domain names like "utdallas.edu".

Am I responsible for collecting the signatures on the Report of Final Oral Examination?

No, the Examining Committee Chair will circulate the form to the other committee members and submit it to the Office of Graduate Education.