



To: Graduate Faculty and Students

Fr: Amanda Bryant-Friedrich, Dean, College of Graduate Studies

Subject: **Guidelines for Thesis, Proposal, and Dissertation Defenses and Comprehensive Examinations**

Date: March 31, 2020

The College of Graduate Studies (COGS) wishes to facilitate the successful progression of its students through Spring 2020. This will include the relaxation of several processes currently in place surrounding graduate student committees, formal examinations and final projects. Please note that these are temporary measures given the suspension of face-to-face instruction during this time. Therefore, thesis, proposal, and dissertation defenses as well as the presentation of scholarly projects may be held with all members of the committee and the candidate participating remotely. Oral comprehensive examinations may be held in the same manner. Written comprehensive examinations should be held remotely using technology to proctor the examination if necessary.

Please be flexible in ensuring that the candidate is allowed to defend on time and that technical resources/strategies be identified so that all participants can be virtually present.

- The Dissertation/Thesis/Proposal committee chair or Scholarly Project coordinator is responsible for ensuring that all members of the committee and the candidate have the technology to participate in the defense. Please check with your IT personnel for assistance.
- The chair should consult with Student Accessibility Services if assistance is needed to meet accommodations.
- The chair of a graduate examination committee of any type is responsible for ensuring
 - that all infrastructure is available for candidate remote participation,
 - that all examiners are willing and able to participate remotely
 - that all technology to be utilized is tested prior to use,
 - that remote participation is uninterrupted and, if interrupted, that the examination or presentation is paused until fully restored.

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- If audio conferencing is the only option available, the candidate must distribute all visual materials to the committee in advance of the defense.
- Technology to be used may include, but not be limited to web conferencing software such as Skype, Zoom, Microsoft Teams or phone conferencing. Blackboard and the proctoring tools available in that software (or similar) may also be used for examinations.
- Please submit electronic versions of all academic forms with required signatures to the College of Graduate Studies (gcacademicsvcs@utoledo.edu) including those related to final defense and approval of thesis, dissertation or other examinations.
- As of this date, the ETDs [electronic thesis dissertation] are still due by 11:59 pm on Friday, May 8, 2020. Please note, students must successfully defend and make any required revisions prior to the ETD upload. Note, [Early Filing for Graduation Application](#) may be considered for those students who are unable to defend and upload by the May 8th deadline.

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