**Request To Conduct**

# MASTER’S REMOTE ORAL EXAMINATION

# \*\*\*Must be attached to “Request To Schedule Master’s Oral Examination” form\*\*\*

|  |  |
| --- | --- |
| **To:** The Graduate School | |
| **From:** Director of Graduate Program: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | DGP’s name |

***Student Information:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Name: |  | | ID: |  |
| I agree to the exam conditions outlined below (signature/date): | |  | | |

**Note: Graduate School Representatives, chairs, and students are not permitted to attendremotely. Where there are co-chairs, at least one co-chair must be present.**

***Approval will be based upon responses to the following (attach additional explanation as needed):***

|  |  |  |
| --- | --- | --- |
| 1. | Who is going to be located remotely and what is the proposed location of that individual during the exam? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 2. | State the reason for the absence and the justification for the exam being scheduled during that absence. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 3. | Describe the technology to be used (interactive video and audio are required)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 4. | Have all participants been notified that prolonged failure of the technology may require that the exam be rescheduled?  Yes  No | |

***DGP Signature/Date:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Graduate School Approval/Date:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*