

## Chair Certification of Compliance with Remote Participation Requirements

The Chair of a dissertation committee in which any members participate remotely will be required to complete the Remote Attendance Certification form whereby the Chair attests that the technological requirements for remote attendance have been met. This form must be included with the results of the dissertation proposal/prospectus/overview meeting or defense in the submission to the Office of Graduate Studies.

Student Name: \_\_\_\_\_

Department: \_\_\_\_\_

Time and date of meeting/defense: \_\_\_\_\_

Location of the meeting/defense (N/A if conducted fully remotely): \_\_\_\_\_

Committee members

_____	_____
_____	_____
_____	_____

Student attended  in person  remotely

Committee member or member(s) attending remotely (Maximum of 2 permitted, one of whom must be external, plus any members who attended remotely due to illness or circumstances related to COVID-19).

\_\_\_\_\_

I, as Committee Chair, attest that the remote attendance requirements as detailed on page 2 of this form were met for the dissertation proposal/prospectus/overview or defense conducted on this date.

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

\* Please detail on p. 2 of this form any technological problems that arose and how they were resolved. Please also explain if these issues resulted in a rescheduling or later continuance of the meeting.

## **Requirements for Audio-Visual Technology [temporary policy under emergency response to COVID-19, effective March 9, 2020]**

To satisfy the requirements for the remote attendance of the graduate student and /or any committee member, the student, committee, and any remotely attending participants must have access to the technological means for audiovisual interaction.

Remote attendees must be accessible, with or without reasonable accommodations, to the graduate student presenter and other committee members and vice versa.

For meetings conducted with at least one participant present on campus, the candidate's department is responsible for arranging the necessary technology on campus and it is recommended that someone with technological expertise be present to resolve any difficulties as they may arise.

The dissertation proposal/prospectus/overview meeting or the defense of the dissertation must be rescheduled (or completed at a later time) if –

1. it is not technologically possible to accomplish the required level of audiovisual interaction at the time and place appointed; or
2. the video portion of the connection fails before the defense is 50% completed (reasonably determined by the Committee Chair) and cannot be reestablished; or
3. the audio portion of the connection fails before 90% of the meeting or defense is complete (reasonably determined by the Committee Chair) and cannot be reestablished.

However, if the student attends the meeting remotely, or if only one committee member is present in person, the meeting or the defense of the dissertation must be rescheduled (or completed at a later time) if the audio portion of the connection fails before the meeting or defense is completed, or if the video portion of the connection fails before the defense is 90% completed (reasonably determined by the Committee Chair) and cannot be reestablished.

By agreement with the committee chair, a student defending their dissertation remotely may choose to share a video of their introductory presentation with the committee before the dissertation defense.

Should any committee member and/or graduate student require reasonable accommodations as they relate to the doctoral dissertation committee process, please contact the Assistant Dean for Graduate Studies at [BDS76@pitt.edu](mailto:BDS76@pitt.edu).

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**Provide below the details of any technological problems encountered and their resolution, including rescheduling and later continuance.**