

# Final Defense: Committee Member Absence

## DEPARTMENT OF BIOLOGY

Student: \_\_\_\_\_ Degree: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Scheduled Date for Final Defense: \_\_\_\_\_

This approval is only to be sought if circumstances arise that make it impossible or extremely inconvenient for some committee members to be physically present. Possible reasons for physical absence include the following: (a) a committee member has left the university; (b) a committee member is employed by another academic institution; (c) a committee member is on sabbatical and thus is not in residence at BYU. In order for a committee member physical absence to be approved, the following restrictions apply:

1. The student and a majority of the committee members (which must include the committee chair) must be physically present.
  - a. MS students must have 2 out of 3 members present.
  - b. PhD students must have at least 3 out of 5 members present.
2. The remote committee member(s) must be able to effectively interact with the graduate student and committee members during the defense.
3. High quality video conferencing equipment must be used.

Name(s) of committee member(s) who will be physically absent: \_\_\_\_\_

\_\_\_\_\_

Academic institution(s) of above committee member(s): \_\_\_\_\_

\_\_\_\_\_

Reason for the physical absence (if more than one member will be absent, specify the reason for each member):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing this form, I grant approval for the above committee member(s) to be physically absent from the final defense.

\_\_\_\_\_  
Graduate Coordinator or Department Chair