Absent Committee Member Procedures

While it is desirable that all members of a student’s supervisory committee be physically present with the student at the final oral defense of a thesis or dissertation, there are situations (e.g. faculty travel, faculty emergencies and/or faculty leave) that may necessitate holding a defense with one or more committee member(s) absent. Graduate Education has established the following policies and procedures for such cases.

1. A minimum of 50% of the student’s official committee must be physically present with the student at the defense. If at least 50% of the committee cannot be physically present, the defense must be rescheduled.

2. The chair or (one co-chair) must be physically present at the defense. If this is not possible, the defense must be rescheduled. The student cannot submit a committee change after the defense is scheduled to create co-chairs in the case of an absent chair.

3. A committee co-chair or member who cannot be physically present at the defense may participate in the defense in one of three ways. These options are listed in the order of preference:
   a. The absent committee member videoconferences into the defense location.*
   b. The absent committee member teleconferences into the defense location.*
   c. The absent committee member provides a substitute to be physically present (approved by the committee chair, the head of the academic unit & graduate education) for the defense only. The substitute must be someone who is approved to serve on graduate supervisory committees for that program. The absent committee member should provide the substitute questions, in writing, to be asked at the defense. The substitute, although respecting the opinions expressed by the regular committee, must be free to use his/her judgment in voting on whether the student passes or fails the defense.

*The defense location must have the necessary equipment to accommodate video/teleconference materials.

*Students must provide a copy of their document and any other supporting presentation materials to the committee member at least 5 working days in advance of the defense.

Absent Committee Member Signature Instructions

1. The substitute should sign the absent committee member’s name, and add his/her initials directly after the signature.

2. If the videoconference or teleconference option is selected, the absent member needs to e-mail the committee chair or co-chair to state that member voted to pass at what level or fail the student and authorize that the chair sign their name on the pass/fail form. The committee chair or co-chair should sign the name of the absent individual on the pass/fail form and then add his/her initials directly after the signature. The e-mail must be submitted with the final pass/fail form.

If a committee member will be absent from the defense, the student or committee chair/co-chair must notify Graduate Education before or at the time of scheduling the defense. If the student is notified of an absence after scheduling the defense, the student must contact Graduate Education prior to the defense date.

Please contact Graduate Program Services in the Graduate Education office at 480-965-3521 or by sending an email to grad-gps@asu.edu if you have questions or concerns regarding these procedures.