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**[Gradcoords-I] Master's and Doctoral Examinations**

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Tue, Mar 10, 2020 at 4:30 PM

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March 10, 2020

TO: DEPARTMENT AND GROUP CHAIRS

GRADUATE ADVISORS

GRADUATE COORDINATORS

FR: JAMES ANTONY, Dean

Graduate Division

SUBJ: Master's and Doctoral Examinations

Due to the current exceptional circumstances related to the spread of COVID-19 and at the request of the Graduate Division, the Graduate Council authorized a limited-term exception to the general rules approved by the Graduate Council on October 8, 2018 (please see attached) for how master's and doctoral committee members conduct master's thesis defenses and doctoral qualifying exams and defenses. Effective until June 30, 2020, any and/or all members of a master's or doctoral committee or the student being examined may be telepresent (meaning participation by live video teleconference) for a thesis defense, qualifying examination and final oral examination (the dissertation defense). If these circumstances remain in effect beyond June 30<sup>th</sup>, the Graduate Council may authorize an extension upon request by the Dean of the Graduate Division or Chancellor.

For paperwork regarding master's thesis defenses and doctoral qualifying exams and defenses, the Graduate Division will accept faculty committee chairs' signatures on behalf of those committee members participating remotely. This includes the forms: (1) Qualifying Examination and Advancement to Candidacy for the doctoral degree, (2) the final report form for both master's and doctoral degrees, and (3) the faculty signature page on theses and dissertations. Committee members must email the faculty committee chair authorizing their ability to sign and initial paperwork on their behalf. The email should be from an [ucsd.edu](https://ucsd.edu) address and either the Chair of the Department or Program Director should be copied on the message. If the faculty committee chair is also conducting the exam and/or defense remotely, the department chair/graduate program director or faculty designee may sign on behalf of the committee member.

We would greatly appreciate it if you would please alert your faculty about this temporary authorization and process when conducting master's and doctoral examinations.

Mary Lillis Allen, Director of Academic Affairs, is available to answer any questions you may have. She may be reached by phone at X43552 or by email, [mallen@ucsd.edu](mailto:mallen@ucsd.edu).

**Mary Lillis Allen | Director, Academic Affairs | Graduate Division**

3/12/2020

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**2018-10-08 GRAD -- Rules for Teleconferencing at PhD Exams and Defenses.pdf**

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