March 25, 2020 Lamar University Graduate Studies College’s updated guidelines re: defenses/examinations and finalizing the thesis or dissertation document:

- Published deadlines for Spring 2020 dissertation and master’s thesis submissions and defenses, as well as submission of non-thesis master’s documentation, will remain the same.
- If the defense is already completed and documentation thereof sent to lugradstudies@lamar.edu and GradEditor@lamar.edu, we can be flexible about finalization of the document and its submission to ProQuest for students who are facing a hardship, if so contact Dr. Latimer at lugradstudies@lamar.edu.

DEFENSES and EXAMINATIONS
- Pending defenses and other oral milestone examinations can take place on campus as scheduled using six-foot social distancing. Effective immediately, students and committee members involved in preliminary examinations, dissertation defenses, and master’s thesis and non-thesis examinations may participate remotely by submitting an email request to the Committee Chair. For remote option assistance contact IT Help and Support https://www.lamar.edu/it-services-and-support/index.html.
- For departments that require a public audience portion of the defense, the public requirement is eased, and the presentation can be limited to the committee using the six-foot social distancing protocol.
- Written comprehensive examinations held remotely must utilize remote technology to proctor the exam. The chair of the dissertation or thesis committee is responsible for ensuring
  - all requirements for remote participation are met,
  - the remote technology is sufficiently tested prior to the defense,
  - the remote participation is uninterrupted and, if interrupted, that the defense is paused until all remote participations are fully restored.
- If audio conferencing is the only option available, arrangements must be made by the candidate to distribute all visual materials to the committee in advance of the defense.
- Departments should be flexible in the technology used. It may include, but not be limited to web conferencing software, Blackboard Collaborate, Skype, Adobe, Zoom, Microsoft Teams, and phone conferencing. You may use Blackboard and the proctoring tools available for examinations or similar technology. Go to LUConnect, LULearn, Faculty Resources, “Online Proctoring”.

DOCUMENTS
No physical signatures are required at this point. Instead,
1) The Committee Chair will gain e-mail authorization from all Committee members to approve the dissertation or thesis for editing and will keep this information on file. Once all members have assented, the Committee Chair will send the approval to edit as an e-mail to GradEditor@lamar.edu. The Grad Editor will store this e-mail from the Committee Chair and commence with the editing process in touch with the student and the Committee Chair.
2) For final approval of the document as edited by the Grad Editor, Committee Chairs will send an e-mail to all Committee Members with the attached current, full version of the thesis or dissertation with all front matter (title page, signature page, abstract) and back matter (references, appendices, etc) and call for written approval of the candidate’s thesis or dissertation. to be e-mailed back to the Committee Chair.
3) The Committee Chair will then send the complete packet of committee member approval e-mails and his or her own to the Dean of the College from which the student is graduating.
4) The Dean of that College will send forward the entire package of approvals with his/her own to the Dean of Graduate Studies, who will forward that, upon his approval, to the Graduate Editor for storage of this documentation. The Grad Editor will notify the student that all required approvals have been received in the non-signature form and that his/her document can move forward to the ProQuest publication step. Again, we can be flexible about finalization of the document and its submission to ProQuest for students who are facing a hardship. Please contact Dr. Latimer at lugradstudies@lamar.edu if you face such a hardship. If you have any questions about defenses and exams that are not addressed by the guidelines above, please contact lugradstudies@lamar.edu.