

Emergency Substitution Procedures for Master's and Doctoral Oral and Final Exams

When a faculty member on a graduate examination committee does not show up for a student's oral or final exam, then the following procedures should be followed:

1. Do not begin the exam. Call/email the missing faculty member and determine if he/she will be able to attend the examination.
2. If the missing faculty member cannot be reached, the adviser and/or chair should find an emergency substitute faculty member (with graduate faculty status) to attend the exam in the missing committee member's place.
 - a. If a substitute faculty member cannot be found, then the exam must be rescheduled for a time when a full committee will be in attendance.
3. This emergency committee substitution *does not* require GSSP, Graduate School, or CEHD dean's office (college coordinator) approval. Please do not call or email seeking approval of an emergency substitution the day of the exam.
4. Examination forms should be amended to reflect the name of the new committee member and his/her signature. (Cross out the missing faculty member's name and write-in the new faculty member's name, if possible.)
5. After the examination, the student should initiate the committee workflow to change the committee membership to reflect the new committee member. Please note in the workflow comments section that this is an emergency committee substitution and that the oral/final exam was already held. The committee workflow will then go through the usual review and approval levels (advisor, DGS or delegate, college coordinator or delegate).