

## **POLICY ON PHYSICAL PRESENCE FOR GRADUATE EXAMINATIONS**

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Graduate students in residential programs<sup>1</sup> offered through the College of Health and Human Performance are required to successfully complete an oral component of (1) the master's degree thesis defense, (2) defense of a formal master's degree project (in lieu of thesis), (3) qualifying exams for admission to Ph.D. candidacy, and (4) defense of the doctoral dissertation. The oral component of the exam is conducted in-person, during face-to-face interaction with the student's supervisory committee. These examinations generally occur with the student and all members of the student's supervisory committee. At minimum, the chair or co-chair of the supervisory committee is physically present and together in the same room as the student.

In-person qualifying and final examinations remain the standard and preferred method for assessing knowledge and mastery of the student's chosen area of study in residential HHP graduate programs. There may, however, be instances where the student and/or some or all members of the supervisory committee agree to conduct the oral component of a qualifying and/or final examination from alternative locations. The request to complete a final examination using an alternate method of assessment must be: (1) documented on the attached form, (2) approved by the student and all members of the student's supervisory committee, (3) submitted to the Graduate Coordinator for review by no later than 2 weeks before the final examination start date, and (4) conducted simultaneously with all participants in attendance. If the request is approved, the student and all members of the supervisory committee are required to enable both audio and video communication for the duration of the examination, if joining remotely from a device.

Requests to complete a final examination after the deadline specified above will be considered on a case by case basis, understanding that unanticipated events or circumstances may arise.

This policy applies to all students enrolled in an academic graduate program in the Department of Tourism, Hospitality and Event Management (THEM).

Additional context and information about the UF Graduate School's Policy on Physical Presence for Examinations can be found [here](#).<sup>2</sup>

Additional context and information about the UF Graduate School's Policy on Supervisory Committees and Final Examinations for Master Level Degree Programs can be found [here](#).

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<sup>1</sup>Per the UF Graduate School's Policy on Supervisory Committees and Final Examinations for Master Level Degree Programs, the final examination for "online or off-campus programs, may be completed remotely without the physical presence of committee members. However, the academic unit's policy must specify arrangements for electronic security, proctoring and the identification of the candidate." Master's degree programs offered online through HHP are non-thesis programs that do not require an oral defense.

<sup>2</sup>As indicated in the UF Graduate School's Policy on Physical Presence for Examinations, "It is acknowledged that despite the most thoughtful expression of policy, unanticipated events or circumstances may arise. Academic units may continue to seek approval for necessary adaptations by means of the Graduate School's petitions process."

**REQUEST TO WAIVE PHYSICAL PRESENCE  
REQUIREMENT FOR A GRADUATE EXAMINATION**

This form should be used by graduate students who are requesting to conduct the oral component of an examination using an alternate method of assessment that waives the physical presence requirement for the student and/or one or more members of the supervisory committee. Please consult the Policy on Physical Presence for Graduate Examinations for details.

**Section I: Student Information** *(to be completed by the student)*

Name: \_\_\_\_\_ UFID: \_\_\_\_\_

Program of Study:  MS  PhD Anticipated Date of Examination: \_\_\_\_\_

Please indicate below the reason for the request and the method of assessment (Zoom, Microsoft TEAMS, etc.).

I understand that submission of this form does not guarantee approval of my request. I agree to conduct the examination as outlined above. Furthermore, I understand that the examination must be conducted simultaneously with all participants in attendance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II: Supervisory Committee Approval** *(to be completed by all supervisory committee members)*

Name: \_\_\_\_\_ Location During Exam: On-campus / Off-campus

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Location During Exam: On-campus / Off-campus

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Location During Exam: On-campus / Off-campus

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Location During Exam: On-campus / Off-campus

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Location During Exam: On-campus / Off-campus

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section III: Graduate Coordinator Approval**

Name: \_\_\_\_\_ Decision:  Approved  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The completed form must be retained by the Graduate Program Assistant. A copy of the form should be provided to both the student and the supervisory committee Chair. If approved, information for this request must be entered in GIMS.*