

March 25, 2020

The following changes to thesis/dissertation/research paper defense and approval procedures are being implemented, effective immediately, in order to accommodate the restrictions due to COVID-19.

- Student defense of their paper may be held via teleconference, internet software (e.g., Zoom, Virtual Classroom, Microsoft Teams), or even by email, as is feasible and appropriate for the student and the committee members. The most important part is that participants must be able to communicate with each other.
- It is preferred (but not required) that there be at least one committee member (or an SIU staff member) in the room with the student during the defense.
- Contact Carroll Walker at [cwalker@siu.edu](mailto:cwalker@siu.edu) at the Center for Teaching Excellence if you need assistance with setting up a virtual defense meeting. <https://cte.siu.edu/>
- Any member of the graduate faculty may "attend" the defense and may participate in questioning and discussion, subject to reasonable limitations imposed by the chairperson of the committee. Please allow for non-committee faculty to participate, if they are interested.
- The thesis/dissertation/research paper approval and oral defense forms may be signed and submitted electronically to Dr. Rose Moroz at [rmtmoroz@siu.edu](mailto:rmtmoroz@siu.edu). The forms on the Graduate School website <https://gradschool.siu.edu/about-us/forms.php> have the e-signature feature enabled. (Be sure to download and save the form to your computer, then open it in Adobe Reader, in order to access the signature feature). There is an "Instructions for E-Signing Approval Forms" document on this same webpage.
- Members who are unable to sign due to technology issues should consult the instructions document mentioned above. If they still cannot sign, they should send an email to Dr. Rose Moroz at [rmtmoroz@siu.edu](mailto:rmtmoroz@siu.edu) and explain the situation.
- If the approval forms have been signed by hand (by any of the signers), then they should be initially submitted by scanning and emailing, but eventually the originals must also be sent to the Graduate School. They can be sent via campus mail or held until we return to campus and hand-delivered to the Graduate School.

- The deadline for initial submission of papers to the Graduate School is Friday, April 10, and the deadline for final submission of papers to the Graduate School is Friday, April 17. These deadlines have been delayed by one week from what was originally posted. Students must meet both of these deadlines to be considered for a May 2020 graduation. Students submitting after these deadlines may be considered for an August 2020 graduation.

Let me know if you have any questions.

May you and yours be safe and healthy,

Rose M.T. Moroz, Ph.D.  
Assistant Dean of the Graduate School  
Student Services Building #321  
Southern Illinois University Carbondale  
[rmtmoroz@siu.edu](mailto:rmtmoroz@siu.edu)