

**Proposal Defenses, Candidacy Examinations, and Final Defenses:** These committee meetings must be formally scheduled in GradTrak. If a single committee member cannot participate, the meeting can occur if approved by the advisor and the graduate program director. If two or more members cannot participate, the meeting must be rescheduled. A student may present and defend their work via video conference with prior approval of their graduate advisor committee and program director, in which case the student is responsible for organizing all aspects of the video conference.

For thesis/dissertation proposals, candidacy examinations, and defenses, each committee member must vote to pass or fail the student before the meeting is adjourned. A student passes the exam if there is no more than one vote to fail the exam. The student fails the exam if two or more committee members vote to fail the student. Students may be allowed to retake an exam per the guidelines of their program and with approval of the School of Medicine Graduate Programs Committee. A student who has passed their final defense can be expected to revise their proposal, thesis or dissertation before receiving final approval from their advisory committee. The student and the committee should identify a specific scope of work and a reasonable time-line for the revisions, and should work collaboratively and expeditiously to complete the revisions.

Adapted in part from the VCU Bulletin. Students should see the VCU Bulletin for more information on graduate committees and thesis and dissertations.

Approved by the School of Medicine Graduate Programs Committee: August, 2019