

Guidance for SOM Ph.D. Students: remote oral candidacy exams

Given the university's response to COVID-19 including advice regarding social distancing and guidelines for teleworking, all PHD oral candidacy exams should be held via remote format as of Monday, 3/23. Thereafter, these exams will continue via remote format for the foreseeable future. There are several key points to keep in mind:

- Each student should identify a date/time for their exam by coordinating with their advisor and graduate advisory committee members as usual.
- Each student should formally schedule their exam in GradTrak by entering the date and time, and entering 'remote' or 'other' for building and room. Each student should print the 'Notice of Exam' as a PDF and email the PDF to their advisor, graduate advisory committee members, and [Harold Greenwald](#). Email will serve as confirmation of the exam date/time/format. Signatures are not required on this form.
- Students are encouraged to use Zoom for remote conferencing for exams. More information is available on VCU's [Continue Learning](#) page. Also, I've put together basic guidance on scheduling and hosting Zoom meetings (see next bullet point on the [Student Resource page](#)).
- Students are encouraged to participate in their exams from remote locations. Importantly, students, audience members, advisors and graduate advisory committee members should not physically be in the same rooms for exams.
- Required forms and other information for exams will be sent to the chairs of the graduate advisory committees via email by Harold Greenwald.
- Paper forms to indicate committee member pass/fail voting on exams need to be signed, scanned and emailed to Harold Greenwald OR the voting can be recorded and communicated via email by the committee chair to [Harold Greenwald](#) with cc to all Graduate Advisory Committee members.

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