

Thesis Defense Checklist

At least **one month (four weeks!)** before the defense:

- 1. Set a date and time with your Thesis Committee
- 2. Confirm that one member of the faculty Exam Committee (<http://www.cs.brown.edu/people/faculty/committees.html>) will be present for the defense
- 3. Send email to the Faculty and Student Affairs manager (Lauren Clarke) at fasam@cs.brown.edu with your abstract, title, a URL for your thesis, the proposed date and time and the preferred room. The FASAM will send an informal announcement to the faculty asking for RSVPs for attendance at the defense. If not enough faculty can attend, the student will be asked to find a new date and time, if feasible—still with four weeks advance notice
- 4. Once the defense date and time are approved, the FASAM will send all relevant information to reception@cs.brown.edu (Genie deGouveia) for her to make the official announcement. The student will be copied on the request.
- 5. Email a pdf of your thesis to The Faculty and Student Affairs Manager (fasam@cs.brown.edu)

At least **three weeks** before the defense:

- 1. Use the Thesis Menu Confirmation spreadsheet to communicate how you would like to spend your \$200 refreshment budget (assume 25-30 people will attend):
 - Check out Dining Services a la carte options at http://www.brown.edu/Student_Services/Food_Services/catering/index.php
 - Have another vendor in mind? Check out the approved vendor list at http://www.brown.edu/Student_Services/Food_Services/catering/brownfirst.php
 - You don't need to worry about the champagne or napkins, utensils, etc.
- 2. Contact Ayanna Belton (abelton@cs.brown.edu) with the details of your refreshment decision (where, what items and what quantities); Ayanna will confirm your decision in writing and you will have 24 hours to correct any errors
- 3. Complete the Dissertation Defense Information form (http://gradschool.brown.edu/resources/dissertation_1144074976.pdf) and submit it to The Faculty and Student Affairs Manager, who will get the appropriate signature and send it to the Graduate School
- 4. Submit the title page, bearing the notation 'approval of semi-final version' (typed or handwritten somewhere on the title page) and the signature of the advisor to The Faculty and Student Affairs Manager, who will make a copy for your student file and send it to the Graduate School

After a successful defense:

- 1. Once your dissertation is complete (congratulations!), send a pdf of the final version to The Faculty and Student Affairs Manager (fasam@cs.brown.edu) for department files
- 2. Submit your dissertation electronically via the Graduate School's Electronic Theses & Dissertations website <http://dl.lib.brown.edu/etd/>. If you choose not to submit your dissertation electronically, you must present to the Graduate School, in separate boxes or manila envelopes suitable for temporary storage, an unbound original and one copy of the dissertation. The "original" is the original of a typed text or a computer printout on paper of archival quality. The "copy" need not be on paper of the same quality as that of the original.
- 3. Arrange an appointment with Barbara Bennett at the Graduate School ([Barbara Bennett@Brown.edu](mailto:Barbara_Bennett@Brown.edu); 3-2843) to finalize your paperwork. According to the Graduate School website you must bring the following items with you – note that the forms are obtained at the Graduate School:
 - a. A Cashier's Office receipt for dissertation fee (\$50)
 - b. A receipt from the Bursar indicating that all outstanding debts and fees have been paid.
 - c. Ph.D. Exit Survey (Graduate School)
 - d. Survey of Earned Doctorates (National Research Council)
 - e. The following forms, completed:
 - 1. UMI Doctoral Dissertation Agreement Form (found in the Doctoral Dissertation by UMI Dissertation Services); the Dissertation Agreement at the top of the last page must be signed.
 - 2. If a copyright is to be secured from the US Copyright Office, the Authorization to Apply for Registration on the last page of the Agreement Form must also be signed, and the Agreement Form must be accompanied by an undated certified check or money order in the amount of \$65 made payable to Bell and Howell Information and Learning Company. Personal checks and cash will not be accepted.
 - f. Three extra copies of the title page.
 - g. Two loose and unnumbered copies of the abstract.

Additional information about Dissertations and the required paperwork may be found at <http://gradschool.brown.edu/go/dissertation>. If you have any questions after consulting the website, please contact Barbara Bennett at the Graduate School ([Barbara Bennett@Brown.edu](mailto:Barbara_Bennett@Brown.edu); 3-2843)