

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 who is not on your committee will be present for the defense
- 3. Send email to the Faculty and Student Affairs manager (Lauren Clarke) at fasam@cs.brown.edu which includes:
 - a. Your advisor approved title and abstract,
 - b. externally available URL for your dissertation (no web-int),
 - c. the proposed date and time and the preferred room (or zoom link)
 - d. the name of the faculty member not on your committee who will attend.

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.

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

- 1. **Complete the Dissertation Defense Information** form (<https://www.brown.edu/academics/gradschool/sites/brown.edu.gradschool/files/Dissertation%20Defense%20Information%20Form.pdf>) and submit it to Lauren, who will get the appropriate signature and send it to the Graduate School. For the form, the SIS ID is your Banner ID and the Preliminary Exam date is the date you reached candidacy
- 2. Confirm you have completed and submitted the Post-Candidacy contract—contact Lauren to verify this is in your file

NOTE: if you don't complete items 1 and 2 on time, the paperwork will not be available on the day of your defense and you will need to reschedule.

- 3. Determine the food you would like to have at your celebration following the defense:

- 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
 - We have sample menus available to make this decision easier for you. See http://cs.brown.edu/degrees/doctoral/proposal/Thesis_Defense_Menu_Suggestions.pdf for some options that have been used in the past.
 - You don't need to worry about the champagne or napkins, utensils, etc.
4. Contact Eugenia deGouveia (egd@cs.brown or reception@cs.brown.edu) with the details of your refreshment decision (where, what items and what quantities); Genie will confirm your decision in writing and you will have 24 hours to correct any errors

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://library.brown.edu/etd/>.
3. Complete all of the necessary steps outlined by the Graduate School on <https://www.brown.edu/academics/gradschool/academics/rules-regulations/dissertation-guidelines#completion> under the header **SUBMISSION OF THE FINAL COPY** to be sure you will earn your degree when you expect to. Missing any of those steps could delay getting your diploma.

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