Request for Defense Committee Approval

Students must be Advanced to Candidacy and have passed the Prelim Exam at least ONE (1) year prior to the Defense.

DEADLINE TO SUBMIT DEFENSE COMMITTEE APPROVAL REQUESTS
Requests must be submitted to the department FIVE (5) weeks prior to the defense date. This is a hard deadline, in order for the department to process your request in time to meet the Graduate School deadline.

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Student Name: ___________________________________________ ID#: ______________________
Program: ___________________________________________ Date Submitted: ____________
Date of Defense: ____________ Time of Defense: ____________ Place: ____________

Proposed Committee:
Advisor Name: ___________________________ Title: ___________________________
ECE Faculty Member (Chair): ___________________________ Title: ___________________________
ECE Faculty Member: ___________________________ Title: ___________________________

In Person: ____________ Skype: ____________
(Choose One)

Outside Member/Dept. or Company: ___________________________ Title: ___________________________

In Person: ____________ Skype: ____________
(Choose One)

Outside Member/Dept. or Company: ___________________________ Title: ___________________________

In Person: ____________ Skype: ____________
(Choose One)

*If Committee Member is from outside of the University, a CV must be attached to this form

This form must be approved and signed by your Advisor Prior to submitting it to the Graduate Program Coordinator

Advisor Signature: ___________________________________________ Date: ____________
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Please refer to the ECE Graduate Student Guide for more information.
- You must reserve the department’s Conference Room, Rm. 250, Light Engineering if you will be using it for your Defense.
- Four (4) weeks prior to your Defense, you must complete the electronic Doctoral Defense Announcement form which you will find on the Graduate School website. Email this completed form to the Graduate Program Director and copy the Graduate Program Coordinator.
- The Graduate Program Director will then forward your Announcement to the Graduate School.

On the day of your Defense, you must pick up the key form Room 250 from the Main Office, Room 273. Your advisor should pick up the signature sheet from the Graduate Program Coordinator. IF you need to check the equipment in Room 250 (overhead projector, etc.) in advance of your Defense please ask for the key for Room 250 from a staff member in the Main Office.

Department of Electrical and Computer Engineering

4/18/2017