

Request for Defense Committee Approval

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

DEADLINE TO SUBMIT DEFENSE COMMITTEE APPROVAL REQUESTS

Requests must be submitted to the department by day 12 of the semester OR five weeks prior to the defense date, whichever comes first. For Example: For students defending later in the semester, we need the request by day 12 of classes. For students defending at the beginning of the semester or summer we will need the request submitted FIVE weeks in advance.

DATE:

STUDENT NAME:

ID#:

PROPOSED COMMITTEE

ADVISOR NAME:

ECE FACULTY MEMBER (CHAIR):

ECE FACULTY MEMBER:

OUTSIDE MEMBER/DEPT. OR COMPANY:
(attach CV if from outside the University)

DATE OF DEFENSE:

TIME:

PLACE:

NOTE: This form must be approved and signed by your Advisor prior to submitting it to the Graduate Program Coordinator.

Advisor Approval Date: _____

SIGNATURE_____

PLEASE REFER TO THE ECE *GRADUATE STUDENT GUIDE* FOR MORE INFORMATION .

- NOTE: You must reserve the department's Conference Room, Rm. 250, Lt. Eng. if you will be using it for your Defense. Contact Gail Giordano via [E-Mail:ggiordano@notes.cc.sunysb.edu](mailto:ggiordano@notes.cc.sunysb.edu) or Telephone 632-8401.
- FOUR weeks prior to your Defense, you must complete the electronic *Doctoral Defense Announcement* form which you will find on the Graduate School web site www.grad.sunysb.edu E-MAIL your completed form to the graduate program director, Yuanyuan Yang, yang@ece.sunysb.edu and copy Rachel Ingrassia ringrassia@notes.cc.sunysb.edu
- Prof. Yang will then forward your Announcement to the Graduate School.

On the day of your Defense, you must pick up the Room 250 Key from the Main Office, Room 273. Your advisor should pick up the signature sheet from Rachel. If you need to check on the equipment in Room 250 (overhead projector, etc.) in advance of your Defense, please ask for the Room 250 key from one of the staff in the Main Office.

DOCS/Defense Comm Approval form July 10