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## Record of Doctoral Thesis Green Light Meeting Form Completion Instructions

1. Student will download the form prior to meeting and share with the Committee Chair (being a faculty member within Civil and Environmental Engineering, but not the student's advisor).
2. After meeting, Committee Chair completes form and submits to APO in one of two ways detailed below:
  - Committee Chair obtains all the signatures of the thesis committee. We recommend using <http://docusign.mit.edu/> to obtain all signatures. Instructional video to be found here: <https://bit.ly/cee-docusign>. The Committee Chair then submits signed form through Jot Form at <https://form.jotform.com/201686539462059>
  - OR
  - Committee Chair writes an email summarizing the meeting noting each committee member's name and whether they were present and in agreement. The Committee Chair then emails the meeting summary and anticipated defense date to [cee-apo@mit.edu](mailto:cee-apo@mit.edu) with a cc to the entire committee.



Civil and  
Environmental  
Engineering

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## Record of Doctoral Thesis Green Light Meeting

Candidate: \_\_\_\_\_

Date of Final Thesis Committee Meeting: \_\_\_\_\_

Summary of Final Thesis Committee Meeting:

Anticipated Thesis Defense Date: \_\_\_\_\_

We support the defense of the student's thesis within the next 2 months:

CHAIR

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Signature

Print Name

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Signature

Print Name

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Signature

Print Name

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Signature

Print Name