



Record of Doctoral Dissertation Defense 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 successful defense, 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 outcome of the defense noting each committee member's name and whether they were present and in agreement. The Committee Chair then emails the defense summary to cee-apo@mit.edu with a cc to the entire committee.

Record of Doctoral Dissertation Defense

Candidate: _____

Date of Defense: _____

Outcome of Defense:

CHAIR

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name