

Please email this completed form to ini-academic@andrew.cmu.edu three weeks before the last day of class. Your defense must be completed one week before the last day of class. Email your abstract to ini-academic@andrew.cmu.edu one week before your defense date.

### Defense Scheduling Form

**Student Name:**

**Graduation Semester:**

**Program of Study:**

**Andrew ID:**

**Thesis/Project**

**Advisor:**

**Department:**

**Email:**

**Co-Advisor**

**(if applicable):**

**Department:**

**Email:**

**Reader:**

**Department:**

**Email:**

**Thesis/Project Title:**

#### **Logistics of Your Defense:**

**1<sup>st</sup> Choice:** Requested Defense Date:

Requested Defense Time (EST):

**2<sup>nd</sup> Choice:** Requested Defense Date:

Requested Defense Time (EST):

We schedule all of the student defenses in the INI lower level conference room. If you need to host your defense in another location, please let us know where and understand that you may have to reserve the room on your own:

#### **About Your Defense - Please Check All that Apply:**

I will need to zoom conference to:

I want my presentation to be recorded for my personal use.

I will bring my own laptop.