

## Department of Computer Science Graduation with Distinction Checklist

***So, you've applied to graduate with distinction.*** You should begin immediately to solidify the arrangements for your presentation (if you haven't done so already).

Here are a few important housekeeping details you'll need to take care of in preparation for your presentation and to conclude submission of your final project.

The following checklist will help ensure you are properly set up:

- **When (what date and time) is your defense/presentation scheduled to take place?** Reach out to your committee members to arrange a mutually convenient time. This is also a good time to check if all of your committee members are still able to participate (and if necessary find replacements).
  1. Your presentation must be given “live” in-person in front of your faculty committee. If one of your committee members is away or has their primary location outside of the local area, they may attend and participate in your session virtually.
  2. Your presentation must take place no later than one week before the last day of classes.
  3. Plan on 60 minutes total for your presentation and questions from your committee. Your presentation should ideally only last 40 minutes, but no more than 50 minutes. ***You will need to allow adequate time for your committee to comment and ask questions about your research after your presentation.*** Keep this in mind when choosing the start time of your session.
  
- **Do you have a room reserved for your presentation? What is the building and room number?** It's recommended that you reach out to Mrs. Pam Spencer (pspencer@duke.edu) to request assistance in making a room reservation.
  1. Keep in mind any technology and/or A/V needs you may have. At the bare minimum, you will need a room with a projector and screen. If anyone is attending virtually, that will also need to be considered.
  2. Other individuals are welcome to attend your presentation in addition to your committee-- e.g., other faculty, staff, family, friends, classmates, etc. Graduation with Distinction presentations are public sessions. The number of expected attendees will determine the size of room (and number of seats) you request. ***Virtual attendance by guests is also permitted.***
  3. Duration of room reservation--Be sure to include in your room reservation any initial set-up time, the presentation time, and the faculty Q&A time.

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- Finally, following your Graduation with Distinction presentation, you will need to submit a .pdf version of your final research report--complete with edits and corrections suggested by your committee--to the Office of the DUS at [dus@cs.duke.edu](mailto:dus@cs.duke.edu), by no later than the last day of classes.

If you have any questions or concerns about the report submission process, please reach out to your advisor/head of your committee or the DUS (at [dus@cs.duke.edu](mailto:dus@cs.duke.edu)).

*Best of luck on your presentation  
and completing your final report!!*