The City College of New York

GRADUATE AFFAIRS
THE GROVE SCHOOL OF ENGINEERING

Steinman Hall, Room 209
160 Convent Avenue
New York, New York 10031
Tel. (212) 650-8030
Fax: (212) 50-8090

INSTRUCTIONS TO SCHEDULE THE DEFENSE/FINAL EXAM

Congratulations on your upcoming defense!

Please see the dates below and submit your Exam information within the time frame allowed and at least **4 weeks** before the date you plan to hold your exam.

SPRING SEMESTER: Graduation date is May 30th/June 1st

Submit your Exam information from February 1st to April 15th
Select date to hold Exam from March 1st to May 15th

Deposit Dissertation no later than May 25th
Graduation Date is May 30th /June 1st
EXAMS MUST BE SCHEDULED WITHIN PRESCRIBED DATES

SUMMER SESSION: Graduation Date is September 1st

Submit your Exam information from June 15th to July 15th
Select a date to hold Exam from July 15th to August 15th
Deposit Dissertation no later than August 25th
Graduation Date is September 1st
EXAMS MUST BE SCHEDULED WITHIN PRESCRIBED DATES

FALL SEMESTER: Graduation date is January 1st

Submit your Exam information from September 1st to November 15th
Select a date to hold Exam from October 1st to December 15th
Deposit Dissertation no later than December 25th
Graduation date is January 1st
EXAMS MUST BE SCHEDULED WITHIN PRESCRIBED DATES

YOU MUST APPLY FOR GRADUATION TO BE AWARDED THE DEGREE

If you DO NOT APPLY for graduation, you WILL NOT graduate even if you complete all the academic requirements. **Check the Academic Calendar or the Registrar's Office website for the graduation application deadline.**

Below please find a list of the information you must submit to the Office of Graduate Affairs to have your Final Exam Announcement prepared and publicized. Send the required information **IN THE TEXT OF YOUR EMAIL,** to Ms. Belkys Bodre, bbodre@ccny.cuny.edu. Send information from your CCNY email and copy Ms. Maria Velazquez at mvelazquez@ccny.cuny.edu, your mentor and the Ph.D. Advisor. **Send a follow-up email if you do not receive a reply within 3 business days confirming that your request has been received.**

Subject: Request to Schedule CHE Final Exam, Jane Smith, 4/27/2025

1. EXAM INFORMATION

Submit the following information in the text of your email

Your Name of Record on CUNYFirst: Mary Smith **EMPLID#:** 12345678
Title of Defense: Hydrate Forming Emulsion
Day and Date of Defense: Monday, April 27, 2025 **Time:** 10:00 AM
Building and Room Number: Steinman Hall, Rm. 124
Zoom Meeting ID:

EXAMINING COMMITTEE

1. Prof. John Doe, Mentor, Dept. of Biomedical Engineering, The City College, jdoe@ccny.cuny.edu
2. Prof. Jane Doe, Dept. of Biomedical Engineering, The City College, jdoe2@ccny.cuny.edu
3. Prof. Joe Jones, Dept. of Biomedical Engineering, The City College, jjones@ccny.cuny.edu
4. Dr. John Smith, Department of Orthopedics, Mount Sinai School of Medicine jdoe@mssm.edu
5. Prof. James Smith, Dept. of Computer Engineering, Queens College, jsmith@qc.edu

You must have **minimum five- (5)** committee members. At least **three** (3) must be from your academic institution and **one** (1) must be from outside the City College. Listing must include Title, Name, Department, Institutional affiliation, and institutional/business e-mail. Personal emails are not acceptable.

2. DISSERTATION ABSTRACT

Attach a **stand-alone PDF** copy of your Dissertation Abstract maximum one page, 500 words. Abstract must include the proposal title, your name, your department affiliation and your mentor's name in that order. See sample abstract below. Please name your file in the following format: **Dissertation Abstract EE-Smith, John 4/27/2023**

3. DISSERTATION DRAFT

Attach a **PDF** copy of your dissertation draft, which will be sent to your Committee Members when the invitation to attend your exam is sent. Please name your file in the following format: **Dissertation Draft EE-Smith, John 4/27/2023**.**We strongly recommend that you send an updated** version of your draft to your Examining Committee at least two weeks before the Exam.

Please follow-up with Graduate Affairs if you have not received a copy of your Announcement two weeks before the scheduled Exam date.

The City College of New York

GRADUATE AFFAIRS
THE GROVE SCHOOL OF ENGINEERING

Steinman Hall, Room 209
160 Convent Avenue
New York, New York 10031
Tel. (212) 650-8030
Fax: (212) 50-8090

AFTER THE DEFENSE

THE ITEMS LISTED BELOW MUST BE COMPLETED BEFORE YOU CAN BE CERTIFIED FOR GRADUATION.

Submit to Ms. Belkys Bodre a **Program Completion Packet** assembled **in the order listed:**

- **TRANSCRIPT**-Copy of your transcript showing **"P"** grades for Dissertation Research (J99XX) and Dissertation Supervision (K9000) Courses. **Any grade other than "P" on your transcript is incorrect and will delay your graduation if not resolved by the deposit deadline. INC and other temporary grades will delay your graduation**

- **IRB FORM**-Copy of your Dissertation Proposal Clearance Form (IRB Form) signed by the Research Compliance Administrator (this should have been done after the Second Exam)

- **EXIT SURVE**Y-Last Page (acknowledgment page) of the GSOE Exit Survey-Print the last acknowledgement page and submit for verification. https://library.ccny.cuny.edu/services/gradstudents

- **SED**-Survey of Earned Doctorates Certificate of Completion (SED)Complete the ***Survey of Earned Doctorates (SED)***, keep a copy of the Certificate of Completion for submission to Graduate Affairs: https://library.ccny.cuny.edu/services/gradstudents

- **APPROVAL PAGE AND ABSTRACT-** Dissertation Approval Page ink or digitally signed by your Mentor and Final Abstract. Once revisions are completed, submit the signed Approval **Page and a copy of the final abstract** for the Dean's signature. Only your mentor, who is also the Examining Committee Chair, and the Associate Dean of Academic Affairs sign the Approval page, which is retained for our records. A copy of the **unsigned** approval page must be uploaded as part of your dissertation submission, see sample approval page below for format.

Once you have submitted your Program Completion Packet you must deposit the **Dissertation to Pro-Quest and CUNY Academic Works.** See first page of instructions for deposit deadlines. **https://library.ccny.cuny.edu/dissertations/instructions**

IF YOU DO NOT DEPOSIT YOUR DISSERTATION TO BOTH SITES YOUR DEGREE WILL NOT BE AWARDED.

For CUNY Academic Works: Be sure to select Dissertation, otherwise your deposit will be classified as a master's thesis.

SAMPLE DISSERTATION APPROVAL PAGE

If your Approval page does not conform to this sample, you will have to resubmit it

This manuscript has been read and accepted for the Graduate Faculty in Engineering in satisfaction of the dissertation requirement for the degree of Doctor of Philosophy

John Doe, Chair of Examining Committee	Date
Ardie D. Walser, Associate Dean for Academic Affairs	Date

EXAMINING COMMITTEE

Prof. Anil Agrawal, Department of Civil Engineering, The City College of New York

Prof. Alison Conway, Department of Civil Engineering, The City College of New York

Prof. John Fillos, Department of Civil Engineering, The City College of New York

Prof. Joanne Smith, Department of Civil Engineering, Columbia University

Dr. John Doe, NYC Dept. of Transportation

THE CITY COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

The City College of New York

GRADUATE AFFAIRS
THE GROVE SCHOOL OF ENGINEERING

Steinman Hall, Room 209
160 Convent Avenue
New York, New York 10031
Tel. (212) 650-8030
Fax: (212) 50-8090

SAMPLE ABSTRACT

IMPACT OF COMPLEX FENESTRATION ON THE BUILDING ENERGY SAVINGS: QUANTIFICATION AND APPLICATIONS

James Smith
Dept. of Civil Engineering
Mentor: Joanne Doe

Abstract

A key element in a well-designed building is the full exploitation of the available solar radiation. Solar radiation, via its visible and infrared spectrum, affects the natural illumination and the heating/cooling load. However, solar radiation offers natural lighting as well. Hence, daylight advocates argue for as much daylight as possible to offset electric lights and enhance employee productivity. In contrary, a window is a major heat-loss element, when compared to a well-insulated wall. Thus, promoters of building energy efficiency propose airtight office spaces with small windows in order to minimize the weak thermal link and achieve energy savings. The root of this debate lays on the role geometric factors (e.g., window orientation, window to wall ratio-WWR) have on illumination levels and HVAC energy consumption. Although the interaction of solar radiation with heating/cooling needs has been recognized, a clear and quantified understanding of this interplay is still missing. Such an understanding is important in developing next generation active facades that adapt to outdoors and/or indoors environmental conditions, occupants needs and future energy efficiency regulations.

In this dissertation, we first develop and describe a new methodology for quantifying how direct and diffuse solar radiation impact total energy consumption in standard perimeter office rooms by optimizing the allowed daylight penetration for achieving overall energy reduction. The goal of the study is to develop an understanding and to quantify the potential benefits on total energy consumption or savings from the “regulation” of the incoming solar radiation.