Checklist for Graduating Ph.D. Students  
Institute Software Research Department  
Carnegie Mellon University  

1. SCHEDULE A DATE:  

* Thesis orals should be scheduled only during academic periods -- not during holidays, weekends, etc., and should be scheduled in normal business hours. The Department Head must approve exceptions.  

* The student should coordinate the date with the committee members and finalize the date at least one month in advance to allow time for travel arrangements, final review and comments by the committee. Be sure to check with Connie Herold (cherold@cs.cmu.edu) before finalizing the date, to ensure there are no other orals scheduled at your chosen time. Thesis orals or proposals will not be scheduled to overlap. Once you have settled on a date/time your advisors assistant will help you to reserve a room.  

* The room scheduled must be available to the public and must accommodate a reasonably large number of people (25-30). Some suggestions are: WEH 5409, WEH 4623, WEH 4615A, Wean 4625, NSH 3005, NSH 3002 and NSH 1305 are all acceptable rooms. Other smaller rooms are strongly discouraged.  

* If it is necessary to arrange for a speakerphone or other AV Equipment you must do two things well in advance (at least 5-7 days):  

1. Reserve the conference phone. This must be done using Corporate Time -- you can ask your advisor's assistant, or the Help Desk to do this for you. (The resource name is "SCS Conference phone"). The phone can then be picked up at and returned to the SCS Help Center on the reserved date.  

2. Contact Paul Stockhausen (stocky@cs.cmu.edu) to arrange for a special call-out code number to be set up if you need to call out to any of your committee members. You will need a charge number from Connie to arrange for this.  

* Thesis orals will be announced to the public only after the thesis advisor has notified the graduate program administrator that the committee has approved the thesis for defense.
2. AT LEAST ONE-WEEK BEFORE THE ORAL send to Connie (cherold@cs.cmu.edu)

Information Needed for Posting Notice

* Your name as it should appear on the diploma
* Thesis Title
* Date/Time/Location of Oral Presentation
* Thesis Committee Members, and their titles, including external member affiliation (including e-mail addresses)
* Thesis Abstract - Less than 350 words describing the thesis. Send on-line, ascii text.
  Pointer to Thesis for any outside faculty to review (Website address etc.)
* Print & Post Posters announcing your Date for your Oral. (5-10) In Wean Hall

3. DAY OF ORAL EXAMINATION - Pick up required forms from Connie before going to the examination.

  * Graduation Record Card - to be signed by all members of the thesis committee indicating successful defense of the thesis.
  
  * Thesis Forms - Three copies to be signed by the thesis advisor only once the final copy of the thesis has been approved by all committee members.

4. SUBMITTING YOUR THESIS:

* Before you print the final copy:
  * Latex Template (e-mail Catherine Copetas for this copetas@cs.cmu.edu)
  * Get a TR number from Catherine Copetas
  * Check for proper title page format with Catherine Copetas

  Talk with Catherine about making your thesis into a CS Technical Report by putting it on-line. If you are able to do this successfully, she will not need a hard copy. If not, you will need to provide a second copy to her for the Tech Report. This copy should be formatted for two-sided copying.

* When the final copy is ready:
  Give Connie one hard copy single-sided of the thesis. This copy will be microfiche, bound, and placed in the E&S Library.

  Fill out the University Microfilms Publishing Agreement Form, (Pro-quest form)
  > Pages 3 & 4 need filled out and returned to Connie (Please note TR-1, and TR-2 options are free. Most students go with TR-1
> If you want to copyright your work then page 5 needs filled out and returned with a check for $65.00

5. BEFORE YOU LEAVE

- Turn in keys, laptops and any software/books you have that belong to any lab or faculty member
- Clear up any balances you may have with the HUB
- Fill out Graduating Student Data Sheet
- Fill out the Survey of Earned Doctorates form and return to Connie. This is requested by NSF and is a requirement of the university for graduation