



## Thesis Defense Checklist for Graduating ISR Ph.D. Students

Prior to scheduling your thesis oral you must check with Connie ([cherold@cs.cmu.edu](mailto:cherold@cs.cmu.edu)) to make sure no other ISR student is defending or proposing on that day you want to schedule. The ISR department allows one student to defend/propose on any given day. If a conflict occurs, the department head must approve both students defending/proposing on the same day.

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

Student should coordinate a date with their committee members and finalize the date as early as possible to allow time for travel arrangements, final review and comments by committee prior to defense date. **At least three (3) committee members MUST be present for your defense.**

Student needs to coordinate with their advisors assistant or Connie to secure a room for their defense. The room scheduled must be available to the public and must accommodate a reasonably large number of people (25-30). Possible room suggestions are: WEH 4625, GHC 4405, GHC 6115, GHC 8102, GHC 6501 – Book for 3 Hours

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### 7-Weeks Prior

Give the complete Thesis document to committee members, allowing 6 weeks for them to read it before the Thesis Oral is announced. Four (4) weeks may be acceptable if the committee has already read substantial portions of the thesis.

### 2-Weeks Prior

Determine if you will need any AV equipment prior to your defense. Below are a few ways to enable collaboration between yourself and your committee member(s) that may not be able to attend.

### ISR Thesis Proposal Collaborator Connection Recommendations:

As we often have one or more external collaborators on a thesis panel, below are several options to facilitate meetings with external collaborators.

ISR has many centrally supported means of facilitating meetings with external collaborators. Options generally include Skype or WebEx. It is often at the discretion of the remote committee member(s) for which method is preferred.

The first option is usually the easiest. Any Skype account will allow one to connect with multiple participants, share a screen (Or “secondary” screen if sharing slides to a projector) and connect with multiple participants. We suggest that the presenter makes sure that the Skype software is up-to-date on his / her machine. ISR IT services will then meet prior to the meeting time (usually 30 minutes prior) to help connect an external webcam if requested and show the presenter how to share the screen / application with the remote participants. It is generally recommended the presenter use his / her own machine, but a loaner Mac or Windows computer can be provided if needed. The primary webcam available for loan is a [Logitech BCC950](#).

The next option, WebEx, is similar to Skype in all regards. Advantage of WebEx is that it is web based though it does require installation of a browser plugin or, in the case of certain Macintosh systems, the installation of a standalone program. Screen sharing controls are also slightly more granular. Audio communication can go over IP or through a traditional phone conference. Can handle up to 25 participants. The same loaner equipment is available.

Notify the ISR IT team, ([isr-help@cs.cmu.edu](mailto:isr-help@cs.cmu.edu)) if you need any of the equipment above. This is required so they can have the equipment ready and allow enough time to test.

It is also recommended to schedule a test 1-2 days prior to the presentation in the same room with the equipment that will be used to ensure all adapters and connections are working properly.

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## Submitting your Thesis:

Before you print your final Copy:

Latex Template - Obtain template from Catherine Copetas ([copetas@cs.cmu.edu](mailto:copetas@cs.cmu.edu))

Get a TR number from Catherine Copetas ([copets@cs.cmu.edu](mailto:copets@cs.cmu.edu))

Check for proper title page format - Verify with Catherine Copetas <https://www.cs.cmu.edu/~csd-grad/title.info.html>

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## 1 -Week Prior

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.

\*\*It is also a good idea for the student to meet with each committee member to get initial feedback on the thesis.

Send all the following information to Connie ([cherold@cs.cmu.edu](mailto:cherold@cs.cmu.edu)) at least one week in advance:

1. Your name as it should appear on your diploma
2. Thesis Title
3. Date/Time/Location of oral presentation
4. Thesis Committee Members, names, titles, affiliations, and email addresses
5. Thesis Abstract - Less than 350 words describing the thesis
6. Pointer to Thesis for any outside faculty who wish to review (Website address, etc.)
7. Print and post 10 Posters to the SCS Community (Wean/ Gates)
8. Send Connie a PDF of Poster

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## Day of Defense Presentation:

Pick up signature forms from Connie before going to the examination.

Graduation Record Card- Is signed by all members of the thesis committee indicating successful defense of the thesis. If you have a remote member, they must send email to [cherold@cs.cmu.edu](mailto:cherold@cs.cmu.edu) to confirm their decision of the thesis defense.

Thesis Title Page- One copy to be signed by the thesis advisor once all committee members have approved the final copy of the thesis.

## When Final Copy is Ready:

1. Create a PDF version of your final dissertation, send to both Catherine Copetas ([copetas@cs.cmu.edu](mailto:copetas@cs.cmu.edu)) and Connie Herold ([cherold@cs.cmu.edu](mailto:cherold@cs.cmu.edu))
2. Complete the Ph.D. Dissertations Student Checklist for Electronic Submission. Can be found here: <http://search.library.cmu.edu/services/deposit/dissertation/submissionprocedures/> (Copy also in your paperwork) **most students choose – Research Showcase @ CMU and Immediate Open Access option. Please don't forget to sign the form.**
3. If you choose to submit thru ProQuest/UMI you must do the following: (a) Complete pages 4 & 5 of the ProQuest Submission Form. (b) Create one extra copy of the title page and abstract. (c) Complete pages 6 & 7 of the ProQuest. Please send the applicable Money orders for ProQuest/UMI if necessary. (Most students pick Traditional Publishing Option). Please note: ProQuest prices for processing Ph.D. Dissertations are as follows, Traditional publishing – Student is not required to pay anything. Open Access – the price is \$160, however the Hunt Library pays \$65 of this amount. The difference you must pay is \$95 with a money order payable to ProQuest
4. Print Survey of Earned Doctorates confirmation and return a copy to Connie. This is requested by NSF and is a requirement of the university for graduation. <https://sed.norc.org/doctorate/showRegister.do>

**Final List of Items to be turned in to Connie prior to Certification:**

- (1) PDF of Completed Thesis
- (2) Dissertation Checklist for Electronic Submission
- (3) Printed Survey of Earned Doctorates confirmation copy
- (4) Graduating Student Data Sheet
- (5) ProQuest form (Only if you choose to do so)
- (6) Final sign off Yellow Card (signed by all committee members)
- (7) Final sign off Thesis Title page (signed by your advisor)
- (8) Keys/Student I.D.

***May Commencement Deadlines & Thesis Defenses:***

***If you wish to walk in May, a student should have a complete and reasonably polished draft of their thesis document ready for committee reading by the last week in February.***

***A final pass must be received two weeks prior to the Commencement Ceremony***