Thesis Document Format

☐	Obtain the Latex thesis document template from Catherine Copetas for proper document format.
☐	Please use the department approved title page format as provided on the guideline webpage under "Thesis Document Format".
☐	Request a Technical Report (TR) number from Catherine Copetas - reports@cs.cmu.edu
☐	Confirm research funding citations (grants your advisor may have had which supported your work) to properly credit them on your title page.
☐	Keyword list should be on bottom of the 2nd page of your document.

Setting Up Your Thesis Oral Defense

	Timing	Task
☐	At least *SIX WEEKS* before your talk	You should notify csd-phd-support@cs.cmu.edu if there are any committee member changes for your thesis committee since your proposal. A copy of the complete thesis document should be provided to the whole thesis committee for review.
☐	At least *ONE MONTH* before your talk	Finalize talk date, email csd-phd-support@cs.cmu to confirm talk date and request a room be reserved. **Always refer to the PhD Talks Scheduling Calendar to determine available and blocked dates.**
☐	*Seven to Ten* DAYS before your talk	A *minimum* of seven days in advance of your talk you should send the information ***as outlined on the Thesis Oral Defense Process*** page to csd-phd-support@cs.cmu.edu so Marcom can prepare the appropriate announcements for your talk.
☐	*Seven to Ten* DAYS before your talk	Set up your Zoom for external committee attendance. If you will be allowing remote audience attendance, provide the Zoom link for announcements and send the completed Live streaming form to csd-phd-support@cs.cmu.edu. The department will file this form for you.

Always refer to the Thesis Oral Defense Process page for current thesis oral defense information.

Day of Your Thesis Oral Defense

	Timing	Task
☐	30 minutes before your talk	Room reservations are set to give you set-up time to test A/V equipment & get comfortable with the room before your committee and guests arrive.
☐	Talk time of 45-50 minutes + 30 minutes wrap-up	The talk of approximately 45-50 minutes (with clarification questions only) is followed by questions from the committee, questions from the audience, private meeting of the committee and private meeting with the speaker.
		The Doctoral Programs Manager will have your advisor(s) sign the title sheet for your thesis and retain it until your official certification date. It is then signed by the department head and Dean and is provided to SCS to include in the printed thesis document.

CSD Certification Deadlines and Departing CSD & CMU

	Timing	Task
	DEPARTMENT DEADLINES — set to enable meeting Univ. deadlines.	When your final copy is complete - all edits done and approved by you advisor(s) - you should follow the process ***as outlined in the Thesis Oral Defense Process*** under "When Your Final Copy is Ready" to send all appropriate, completed paperwork to csd-phd-support@cs.cmu.edu so your degree can be certified.
☐	**May Graduate**	All materials required for certification should be in by the **Wednesday BEFORE commencement weekend** (before Doctoral Student Review). You *must meet this deadline* if you plan to attend the current May commencement.
☐	**August Graduate**	All materials required for certification should be in **by the 15th of August**.
☐	**December Graduate**	All materials for required for certification should be in **before the Doctoral Student Review (DSR) meeting** at the end of the fall semester.
☐	**When your edits are complete and approved**	Let the Doctoral Program Manager and the CSD Student Payroll Manager know what your intended last day will be (paperwork complete for certification) for stipend management.
☐	**Once paperwork is turned in for certification**	The Doctoral Program Manager will process your final semester form, obtaining signatures from your advisor(s), dept. head, & dean and file your degree certification officially in S3. You will be able to see the certified degree in SIO once it is completed.
☐	**When you are preparing to depart**	Refer to "*Before You Leave*" on the process page and let the Doctoral Program Manager know if you plan to keep your computer or will be turning it back in to the program

Always refer to the Thesis Oral Defense Process page for current thesis oral defense information.

Checklist document prints best on US Legal size paper for hard copy use.