

After the Thesis Defense

Final Thesis Documents

These are the final documents that must be turned in order to participate in the commencement ceremonies held in May, and to be considered "certified to receive a degree."

- Make sure your advisor delivers [yellow signature card](#) with committee signatures and the [thesis signature sheets](#) to Suzanne (she will get the signatures of the Program Chair and Dean).
- Provide Suzanne with a [link to the final draft of your thesis document](#) in the form of a pdf file. Your title page should be included in your final thesis document, and should have your technical report number on it. You may get the tech report number by contacting Sumitra Gopal, NSH 4000B, x8.3818, sumitrag@andrew.cmu.edu. Make sure the tech report number that is received is within the same year it will be published.
- UMI Publishing Agreement and Submission Forms**

NOTE: Title page should fit in template found at:
<http://www.ri.cmu.edu/education/TitlePage.pdf>

Choose the "UMI Dissertation Publishing Paper Submission Agreement"
<http://www.il.proquest.com/dissertationagree/>

User Name: dissertations
Password: publish

- [Survey of Earned Doctorates](#) found at:
<http://www.cmu.edu/es/forms/survey-earn-doc.pdf>

Additional Information regarding the UMI form/copyright information

Ph.D. Dissertations

Each Ph.D. candidate is required to submit a manuscript copy [SINGLE-SIDED] of his or her dissertation to the University Libraries (**NOTE: Suzanne will take care of printing this copy**). After approval, the manuscript, with accompanying items listed in the following section, should be submitted to the designated person in the candidate's academic department who will then send the packet to the Hunt Library Mailroom Supervisor. The manuscript is sent offsite to be indexed in dissertation databases, processed for microfilming, and bound. After a few months the University Libraries receives the bound manuscript and one copy of microfiche which are cataloged and added to the collections. Dissertation Publishing Agreement Forms (DPAF) can be obtained from your departmental liaisons to the library.

You also need to provide Suzanne with:

- One *extra* copy of the title page.
- One *extra* copy of the abstract
- Check or money order if the author chooses Open Access publishing (\$95), copyright registration (\$55). If traditional publishing is selected, there is no charge to the author for this selection.

NEW! Research Showcase Option

Research Showcase is Carnegie Mellon's institutional repository. It provides a place for faculty and graduate students to bring scholarly content to the web and increase its visibility. It collects and organizes Carnegie Mellon's research output into a single location, and makes it accessible to scholars and researchers worldwide. Research Showcase can house open-access articles, dissertations, conference proceedings, working papers, technical reports, and other types of research.

To order leather bound copies of your thesis, talk to Suzanne – colored copies are \$70; black & white copies are \$40. These are processed through SCS and NOT Proquest/UMI – do not complete that order form in the Proquest/UMI packet.

It is STRONGLY recommended that any payment to UMI be made in the form of a money order rather than a check.

Research Showcase

If the student should opt to upload their dissertation to Research Showcase, a signature is required on the Ph.D. Checklist below.

Questions/Problems

Any questions or problems should be directed to the Hunt Library Mailroom Supervisor.

Hunt Library Mailroom Supervisor, Carnegie Mellon University Libraries Hunt Library, 4909 Frew Street; 412-268-2448

Ph.D. Dissertations Checklist

- Single-sided unbound copy of the dissertation manuscript**
- One extra copy of the title page**
- One extra copy of the abstract**
- One original signature/sign off/ approval page**
- Proquest/UMI form**
 - Page 4- "Author Options and Signature"- Check or Money order if applicable
 - Page 5- "Dissertation Submission Form"
 - Page 6 – "Copyright Registration Form" (OPTIONAL)- Check or Money Order if applicable
 - Page 7- " Copy Order Form" (OPTIONAL)

Research Showcase Option

- I do** want my dissertation added to the CMU institutional repository Research Showcase.

- **You must include a CD of your dissertation for this option**

CHOOSE ONE:

_____No embargo; _____6 month embargo; _____1 year embargo;
 _____2 year embargo; _____5 year embargo

Student Name _____

Student Signature _____

- I do not want my dissertation added to Research Showcase.

Provide all forms and checklist to: Suzanne Muth, Robotics Institute

Other Important Check-off Items

- After checking with your advisor(s) provide Suzanne with an end date as far as your SCS computing support. This would include your CS account and computer usage.
- Provide Suzanne with your new contact information: employer, address, phone, email, job title, URL, etc.
- If you would like leather-bound copies of your thesis, you will need to communicate this to Suzanne when you submit your final thesis document. The department will provide one colored copy as a gift to you. Additional colored copies are \$70 each. Black and white copies are \$40.
- IMPORTANT:** provide Sumitra Gopal <sumitrag@andrew.cmu.edu> with AFS pathway or HTML link to your thesis to be used for the public to download your tech report
- Make sure your student account balance is at \$0 by checking your student information on line <http://www.cmu.edu/hub>
- Turn in office / building keys and your student ID card to Suzanne. If you have a tartan card, please also turn this in to Suzanne
- If you would like to cancel your health insurance, contact the Student Health Office at x8-2157.
- Update Commencement Information online at: <http://www.cmu.edu/hub/>
- Contact BOTH Suzanne Muth<lyonsmuth@cmu.edu> and Alan Guisewite<adg@cmu.edu> to be added to the *robotics-alumni* email list.
- Update your alumni information on the SCS website at: <http://www.cs.cmu.edu/alumni/>
- PLEASE NOTE:** space is very limited and we are typically unable to provide student office space once a student's tuition and/or stipend support ends.