

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](#)** plus **one extra title page and one extra abstract page** which should include your name and affiliation. I recommend taking a title page, scrunching the vital information on the top of the page, and then pasting the abstract (maximum word length of 350 words, this according to UMI's instructions) in the lower portion of the page. NOTE: Title page should fit in template found at: <http://www.ri.cmu.edu/education/TitlePage.pdf>

To download these forms, go to:

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User Name: dissertations

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Then click on the link for “2007 Dissertation Publishing Agreement” found near the bottom of the page under “USA & Canada”.

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- The author *must* sign the Publishing Options page, check off either the traditional publishing (no cost) or the open access option (\$95 fee).
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- The author *must* include with the dissertation a copy of the departmental signature / sign off / approval page (*or* the original signature / sign off / approval page).
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Other Important Check-off Items

- 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
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