

The Robotics Institute - Doctoral Program

Student Procedures for After the Thesis Defense

Final Thesis Documents needed in order to be certified

The following must be turned in order to participate in the commencement ceremonies held in May, and to be considered “certified” to receive a degree.

- *Thesis Card and Signature Pages*
Make sure your advisor delivers yellow signature card with committee signatures and the thesis signature sheets to Suzanne. Suzanne must obtain the signatures of both the Program Chair and the Dean before a student can be certified. It’s important that these are delivered to her office at least two weeks before a student wishes to be certified.
- *Final Copy of Thesis Document*
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 Alan Guisewite, NSH 4000B, x8.3818, adg@cmu.edu. Make sure the tech report number that is received is within the same year it will be published.
- *Confirmation Email From Your Advisor*
Your advisor must send email to Suzanne confirming that your thesis is accepted in its final form and ready for print.
- *Add Your Thesis as a Publication*
Directions on how to submit your thesis as a publication:
<https://www.ri.cmu.edu/publication-submission/>
- *Depositing Your Dissertation*
<https://www.library.cmu.edu/datapub/sc/dissertation/submitting>
- *Dissertation and Thesis Repository Submission Checklist*
Provide the completed and signed Dissertation Submission Checklist to Suzanne.
https://www.library.cmu.edu/sites/drupal-live.library.cmu.edu/files/ETD_SubmissionChecklist_Form_2019.pdf
- *Update Commencement Information*
In SIO, under Academic Info -> Graduation and Diploma, update the following:
 - Name on Diploma
 - Degree Information including Thesis Title and Advisor’s Name
 - Commencement Ceremony Attendance
 - Diploma Delivery (address required)

Optional

Survey of Earned Doctorates

<https://sedsurvey.org/DoctoralGraduates/CurrentQuestionnaire>

Other Important Check-off Items

- 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 \$75 each. Black and white copies are \$45. Check should be made payable to Carnegie Mellon University.
- Provide Suzanne with your new contact information: employer, address, phone, email, job title, LinkedIn, etc.
- Provide Suzanne with a non-CMU email to be added to the robotics-alumni email list.
- Sign up to get your CMU alumni email.
<https://www.cmu.edu/engage/alumni/resources/alumni-email.html>
- Carnegie Mellon offers Certified Electronic Diplomas (CeDiploma).
<https://www.cmu.edu/hub/registrar/graduation/diplomas/electronic/index.html>
- Make sure your student account balance is at \$0, or will be \$0 by the end of the semester if you are receiving financial support. Check your student information on line (SIO).
- Turn in office and building keys along with your student ID card to Suzanne.
- If you would like to cancel your health insurance, contact the Student Health Office <health@andrew.cmu.edu>

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.