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 Committee*
  Please plan to have <u>each of your committee members</u> send me email stating you passed your thesis defense.

- *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 Victor Valle. 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.

- *Add Your Thesis as a Publication*
  Directions on how to submit your thesis as a publication:
  https://www.ri.cmu.edu/publication-submission/

- *Submitting Your Thesis*
  https://guides.library.cmu.edu/c.php?g=1162887&p=8505170

- *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

- 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 to SCS Building Facilities by emailing them: building@cs.cmu.edu

- 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.

Office Checklist:

1. Recycle all papers.
2. Throw away or remove all personal items.
3. Throw away or remove old food and beverage containers and other trash.
4. Empty items stored in lockable cabinets or bookshelves.
5. Work with advisor and reassign or retire/remove SCS-owned equipment and accessories (monitor, keyboard, mouse, etc.)