



Department of Computer Science
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Ph.D./ CS Final Dissertation Checklist

Please read and follow these instructions. These instructions assume that you have already passed your pre-defense:

1. It is highly recommended to meet with Mrs. Therese Michael, the Graduate Program Admin Coordinator in the CS Department, in the beginning of the semester in which you plan to graduate to review your degree requirements and to make sure that you meet all the requirements and are academically eligible for defense and graduation;
2. Complete the **Publications Form** and turn it in to Mrs. Michael;
3. Select a defense date with your thesis director and committee members and remember that there should be at least 30 days between your pre and final defense;
4. When you agree on the date, e-mail the following details to Mrs. Michael: Date, time, venue, thesis title and director, degrees previously obtained, and the year(s) and institution(s) of completion. An approved abstract by the thesis director is mandatory for public announcement and should be attached to the above details after being cleared by the director;
5. Submit the abstract and one copy of your dissertation to Ms Michael *TWO WEEKS* prior to the defense date;
6. The final copy of your dissertation, and all completed paperwork, must be turned in to GMU UDTs office (C203 Fenwick Library) by the library's published deadline. You can turn everything in anytime between the day after your defense date and the deadline; however, documents turned in after this date will delay your graduation to the following semester;
7. The library now requires all students to submit their dissertations electronically (hard copies of dissertations are no longer accepted). You still have to collect signatures on your Signature Sheet (signatures must all still be in *BLACK INK*). Print it on regular paper and submit it to the UDTs by the deadline;
8. Meantime, submit your Graduation Form. The graduation process is totally electronic utilizing your Patriot Web page;
9. After filing for graduation, you will receive communications mainly from the Registrar's Office, Graduate Services Office and the CS Department. We highly encourage you to stay alert to these e-mails and to timely respond to inquiries regarding your degree, your participation in the Convocation, the Department's Reception, etc.

Please accept the Department's sincerest congratulations on your great achievements!

Further details on the Library's policies for turning in final dissertation can be found on this web site: <http://thesis.gmu.edu/>
