

Doctoral Defense & Graduation Worksheet

Institute dates & deadlines vary by term. If you think you will graduate this term, avoid late fees† and check the academic calendar for the following dates: <http://web.mit.edu/registrar/calendar/index.html>

Date	Late Fees†	Task
<input type="checkbox"/> By the first Friday of the semester.	\$50 - \$85	Apply to Graduate <i>The application is available on WebSIS (https://student.mit.edu/), and generally opens a week or two before the new semester starts. Sign-up if there is a chance you will be graduating this term. It is easier to come off the list than it is to get on it.</i>
<input type="checkbox"/>	\$80	Thesis Title Due <i>you may make edits to your thesis title before this date without incurring late fees</i>
<input type="checkbox"/>	Min. tuition charge if you finish early next term: ~\$3.5K (except IAP & Summer)	Thesis Due <i>the Institute gives departments some discretion at enforcing this deadline – if you are planning a late defense, discuss with the Academic Office</i>
<input type="checkbox"/>		Last Day to Come Off the Degree List <i>remove yourself from the degree list on WebSIS if you aren't graduating this term</i>

Defending and submitting your dissertation

Timing	Task
<input type="checkbox"/> during pre-reg for your last term of regular classes	Program Form Audit <i>Schedule 15 minutes with the Academic Office for a Program Form Audit. Make sure your Program Form is up-to-date prior to the meeting:</i> https://wikis.mit.edu/confluence/pages/viewpage.action?pageId=83070733
<input type="checkbox"/> ~1½ months in advance	Defense Chair Assignment <i>Ask the Academic Office who is eligible to represent ESD at your defense. Contact prospective defense chairs and invite them to chair your defense, cc: esdgrad@mit.edu. A sample email is available here: http://esd.mit.edu/academics/sample_defense_chair_email.rtf</i>
<input type="checkbox"/> ~1½ months in advance	...in parallel... Schedule Your Defense <i>Select a time that will allow the majority of your committee to attend. Your Committee Chair and Thesis Supervisor (if any) must be there. Your Defense Chair must also attend. Defenses must be held on a day the Institute is open for regular business, starting no earlier than 9AM and ending no later than 6PM, and not conflicting with an ESD faculty event (e.g. a Faculty Offsite or Faculty Lunch on Tuesdays). Allot 2 hours for your defense. Plan on defending:</i> <ul style="list-style-type: none"> • June graduation – by mid-May • September graduation – by early August • February graduation – by mid-January
<input type="checkbox"/> ~ 1 month in advance	Inform the Academic Office of your Defense Time <i>The Academic Office will find a room for your defense.</i>

† fees quoted are estimates only, and are subject to change

Timing	Task
<input type="checkbox"/> 2 weeks before defense	<p>Submit your Draft & Abstract for Review</p> <ul style="list-style-type: none"> • <i>post your thesis draft online:</i> https://wikis.mit.edu/confluence/display/ESDwiki/Doctoral+Thesis+Drafts • <i>email a text-based version of your abstract to esdgrad@mit.edu.</i> • <i>send a copy of the dissertation directly to the Defense Chair.</i> • <i>confirm that the Academic Office has sent out the announcement of your defense.</i> <p><i>Defenses are not official until they are public knowledge – and they must be announced, with a draft available for review, a drop-dead minimum of 10 days before the defense date.</i></p>
<input type="checkbox"/> 1 week before defense	Remind all VIPs, Including the Defense Chair, About Your Upcoming Defense
<input type="checkbox"/>	<p>Defend!</p> <p><i>traditions include bringing food for early-morning or early-afternoon defenses, and preparing ~15 paper copies of your presentation for attendees. The Academic Office can supply you with the copy code for the black & white copiers in E40-216.</i></p>
<input type="checkbox"/> –	<p>Revise</p> <p><i>For planning purposes, we recommend that you give yourself 2-4 weeks after you defend to make revisions. However, since this varies widely by candidate, your committee may be able to provide a more accurate estimate.</i></p>
<input type="checkbox"/>	<p>Submit Your Thesis</p> <p><i>NOTE: if you are trying to graduate early, your completion date is generally the date you submit your dissertation to the Academic Office. Tuition pro-ration tables are available here: http://web.mit.edu/registrar/reg/costs/proration.html</i></p> <ul style="list-style-type: none"> • <i>follow the library specifications: http://libraries.mit.edu/archives/thesis-specs/ include the UMI form. This tells the library how to index your dissertation: http://libraries.mit.edu/archives/thesis-specs/#umi</i> • <i>submit 2 unbound copies on archival paper to the Academic Office (E40-367): http://libraries.mit.edu/archives/thesis-specs/#paper</i> <ul style="list-style-type: none"> ○ <i>+1 extra unbound copy if you graduated from TPP (also to E40-367)</i> • <i>submit 1 electronic copy to ESD: https://wikis.mit.edu/confluence/display/ESSLounge/Final+Thesis+Submission</i> • <i>and upload your thesis to DSpace: http://libraries.mit.edu/docs/about-theses/add-your-thesis.html</i>
<input type="checkbox"/> by the end of term	<p>Complete the Doctoral Student Exit Survey</p> <p><i>Fill this out when you are sure you are going to graduate:</i> http://web.mit.edu/surveys/grad/phdexit/</p>

Miscellaneous Considerations

- any changes to your program to report?
- any incomplete grades you need to resolve?
- any charges on your student account?

Have you figured out...

- ... housing?
- ... health insurance?
- ... immigration and visa requirements?
- ... student loan repayment?