

Graduation Checklist written by a successful PhD who recently finished:

- 1) copy of CBO receipt (from library) and dissertation title to homewoodgradboard@jhu.edu, copy to cthornton@jhu.edu - title in body of the email, NOT all cap letters, scanned receipt attached.
- 2) certificate of completion and reader letter/report submitted to grad board (signed by thesis committee) Cathy needs the letter in order to do the certificate of completion which Chair needs to sign.
- 3) submit one copy of thesis to Sheridan Library Commercial Binding Office (CBO - A-Level Milton S. Eisenhower Library),

1 copy of dissertation on acid free paper single-sided for library, 3 extra copy of title page, 2 extra copy of abstract
- 4) one copy for department may be double-sided. (submit with library copy for binding)
- 5) one copy for self (arrange to have it picked up or send to CS office to be mailed at graduate's expense)
Here is the site for formatting requirements:
<http://www.library.jhu.edu/services/cbo/guidelines.html>
- 6) CBO binding request forms
http://www.library.jhu.edu/services/cbo/Theses_Payment_Form.pdf
- 7) print umi agreement and thesis payment form
<http://www.il.proquest.com/dissertationagree/>
- 8) bring checkbook, \$90 micro/binding, \$65 copyright, \$95 open access proquest (optional)
- 9) Make a CD with the PDF submission. The electronic submission should be a single PDF file on a CD-ROM with a label that clearly states the student's name, department, title of the dissertation, and the software packages used (for color figures), a description of software or other applications used to create the disk, including a list of files and file sizes on the disk
- 10) Application for graduation to the registrar's office. Complete the form at this site and scan or fax or bring it to NEB 224. <http://www.cs.jhu.edu/grad-procedures-and-forms/>

