

Thesis Proposal Checklist

At least **one month (four weeks!)** before the proposal:

- 1. Set a date and time with your Thesis Committee
- 2. Confirm that one member of the faculty Exam Committee (<http://www.cs.brown.edu/people/faculty/committees.html>) will be present for the defense
- 3. Send email to the Faculty and Student Affairs manager (Lauren Clarke) at fasam@cs.brown.edu with your abstract, title, a URL of your proposal, the proposed date and time and the preferred room. The FASAM will send an informal announcement to the faculty asking for RSVPs for attendance at the proposal. If not enough faculty can attend, the student will be asked to find a new date and time—still with four weeks advance notice
- 4. Once the proposal date and time are approved, the FASAM will send all relevant information to reception@cs.brown.edu (Genie deGouveia) for her to make the official announcement. The student will be copied on the request.
- 5. Email a pdf of your thesis proposal to The Faculty and Student Affairs Manager (fasam@cs.brown.edu)

After a proposal:

- 1. Send an email to The Faculty and Student Affairs Manager (fasam@cs.brown.edu) informing her of the outcome for the department record

Note: If you are asking to hold your proposal on a date that does not allow four-weeks' notice, you must first get approval from the DGS, currently Michael Black. Should Micheal approve the shortened timeline, you should proceed with step 3 making it clear that Michael has given his consent by cc'ing him on your email.