

## Doctoral Thesis Completion Semester

**This form is required and must be filled out** when a doctoral student has completed all thesis requirements and is certified for their degree, which is known as the doctoral student's final semester. Please complete the form electronically to ensure all fields are clearly legible. **The form must be submitted by the semester course add deadline.**

- Note:
- **Students should defend prior to the last day of classes of a semester**, giving them time for thesis correction, approval of the thesis, and degree certification.
  - Departments must ensure students are registered for the appropriate number of units in their final semester prior to submitting this form.
  - Registration for additional courses beyond the *required* department course are subject to department approval.

Students who are registered for at least 36 units, complete all thesis requirements, and are certified for their degree may have their tuition adjusted as determined by the date of completion:

- September 30 in the fall, February 28 in the spring, and June 15 in the summer: 100% tuition adjustment
- October 31 in the fall, March 31 in the spring, and July 15 in the summer: 50% tuition adjustment
- After October 31 in the fall, March 31 in the spring, or July 15 in the summer (before the start of the next semester): 0% tuition adjustment
- Fall and spring fees (technology, activities, transportation) are not adjusted and will be charged accordingly; summer fees include technology only.
- Students registered for fewer than 36 units (self-supported or In Absentia status) are not eligible for tuition adjustment.

### STUDENT INFORMATION

Andrew ID: \_\_\_\_\_ Name: \_\_\_\_\_  
*Last/Family Name*
*First/Preferred Name*
*Middle Name/Initial*

College: \_\_\_\_\_ Department: \_\_\_\_\_

### DEGREE INFORMATION

Degree Completion Date\*: \_\_\_\_\_ S3 Certification Semester: \_\_\_\_\_  
*mm/dd/yyyy*
*Semester*
*Year*

Department Course Number: \_\_\_\_\_ Section: \_\_\_\_\_ Units: \_\_\_\_\_

*\*This is not the defense date; this is the date of final thesis approval and any other degree requirements, which may be earlier than the official date of graduation.*

### DEPARTMENT AUTHORIZATION

Primary Thesis Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
*Print/Type Name*
*Signature*
*mm/dd/yyyy*

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
*Print/Type Name*
*Signature*
*mm/dd/yyyy*

Dean of College/School: \_\_\_\_\_ Date: \_\_\_\_\_  
*Print/Type Name*
*Signature*
*mm/dd/yyyy*

**Departments must submit this completed form to the University Registrar's Office. For full form submission instructions, visit [cmu.edu/es/forms.instructions.html](http://cmu.edu/es/forms.instructions.html).**

### UNIVERSITY REGISTRAR OFFICE USE ONLY

Course Added: 01-999-Section A, 0 Units (Dissertation Complete) Approval: \_\_\_\_\_  
*(Section M used for summer semesters)*

Tuition Adjustment:    100%    50%    0%    N/A

### STUDENT ACCOUNTS OFFICE USE ONLY

Batch ID: \_\_\_\_\_ Notes: \_\_\_\_\_  
SAO Director: \_\_\_\_\_ *(optional)*

*(Initials/Date)*