

## 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 who is not on your committee will be present for your talk
- 3. Send email to the Faculty and Student Affairs manager (Lauren Clarke) at [fasam@cs.brown.edu](mailto:fasam@cs.brown.edu) with your \*advisor-approved\* abstract, title, a URL of your proposal, the proposed date and time and the preferred room. CC your advisor on the message to ensure Lauren knows (s)he has approved the materials you are sending. If the date and time are not approved, 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](mailto:reception@cs.brown.edu) (Genie deGouveia) for her to make the official announcement and to reserve the room. 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](mailto:fasam@cs.brown.edu))

After a proposal:

- 1. Send an email to The Faculty and Student Affairs Manager ([fasam@cs.brown.edu](mailto: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. Should the DGS approve the shortened timeline, you should proceed with step 3 making it clear that the DGS has given his consent by cc'ing him on your email.**