

MIT CSE PhD students are expected to complete home department degree requirements, including qualifying examinations, as well as additional CSE-specific requirements. Requirements vary slightly by home department so please refer to the CSE Info Sheet specific to your department or contact the [CCSE academic administrator](#) for more information.

### CSE-Specific Requirements & Checklist

Unless otherwise instructed, please submit all materials electronically to Kate Nelson via [kpnelson@mit.edu](mailto:kpnelson@mit.edu)

**Coursework Requirements:** Completion of five subjects from the [Approved CSE Subject List](#) or combination of approved subjects and approved petition reported via the [CSE PhD Program of Study Form](#); list and form available on [CSE PhD Program Overview page](#).

**☐ Action Item: Submit CSE PhD Program of Study Form**

- If all five subjects are from the Approved CSE Subject List, please submit the form no later than when submitting your degree application
- *If petitioning for a subject not on the list, please use page 2 of the Program of Study form and submit as early as possible.*
- If plans change students can always resubmit an updated Program of Study form.

**Thesis Committee Composition:** *Either* the advisor is a [CCSE member](#), *or* the committee contain at least two CCSE members; committee members are reported via the CSE PhD Program of Study Form

**Qualifying Exam Outcome:** Qualifying examination structure and processes are at the discretion of the home department, but students are required to notify CCSE of the outcome of all qualifying exams

**☐ Action Item: Provide qualifying exam results to CCSE**

- If dept rep copies Kate Nelson when providing results no further action is required.

**Thesis Proposal / Prospectus:** Students are required to provide a copy of the approved thesis proposal / prospectus

**☐ Action Item: Provide approved thesis proposal / prospectus to CCSE**

**Thesis Defense Announcement:** Students are required to provide the thesis defense announcement to CCSE

**☐ Action Item: Provide thesis defense announcement to CCSE**

- If dept rep copies Kate Nelson on the announcement no further action is required.

**Thesis Cover Page & Submission:** In addition to departmental approval, the thesis needs to be approved (signed) by a CCSE co-director & a complete copy provided to CCSE.

**☐ Action Item: Add an “Approved by” CCSE co-director line to the thesis cover page**

**☐ Action Item: Copy CCSE academic administrator when submitting thesis**

- Please send a draft of the cover page for review if you have any questions.
- Please follow thesis submission process set by your home department.