

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

CCSE-Specific Requirements & Checklist

Unless otherwise instructed, please submit all materials electronically to Kate Nelson via kpnelson@mit.edu

Coursework Requirements: Completion of five Computational Concentration subjects or combination of approved subjects and approved petition reported via the [Dept-CSE PhD Program of Study Form](#)

Action Item: Submit Dept-CSE PhD Program of Study Form

- If all five subjects are from the [approved list of Computational Concentration subjects](#), please submit the form ASAP but no later than when submitting your degree application.
- *If petitioning for a subject not on the list, please use pages 1 & 2 of the Program of Study form and submit as early as possible (before registering for the subject).*
- If course plans change students should resubmit an updated 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 Dept-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 via email to zxian@mit.edu

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 submitted to and accepted by CCSE.

Action Item: Provide thesis title page to CCSE for review & approval prior to submitting final thesis.

Action Item: Copy CCSE assistant director when submitting thesis

- Please follow thesis submission process set by your home department.