

Dissertation Checklist

- Consult the *Graduation Calendar* and plan ahead
https://provost.upenn.edu/uploads/media_items/graduationcalendar.original.pdf
- Communicate with your advisor for approval to go forward with presenting your dissertation
- Contact your committee with the date and coordinate a room (Erin can help with scheduling a room ereavy@seas.upenn.edu)
- Send Erin the following information to be communicated to faculty and students. This will be shown on the display screens outside of the CBE office and announced via email to faculty and CBE students. This information is due to Erin at least two weeks before your dissertation defense date.

Date

Place and Time

Title

Committee Members

- Before your defense date, pick up from Erin, the forms you will need to be signed by your committee. Three forms are required: PhD Degree Certification, Acceptance of Dissertation, and Form 153 Certificate of Dissertation.
- Apply for graduation (an email from Elizabeth Gentner regarding graduation steps will be sent to all students each term)
- Once you defend, and your thesis has been approved, submit all three signed forms to Erin. She will enter your information into the system and have APO/RAS take care of the Dean's signature. Erin will contact you when the forms are complete and ready to be picked up. **You will need to submit these forms for your appointment with Graduate Arts and Sciences.**
- Submit your dissertation online. Dissertations must be submitted in digital format through ProQuest's ETD Administrator module. www.etsdadmin.com/upenngdas
- Schedule an appointment with the Graduate Division of Arts and Sciences (located in Suite 322A, 3401 Walnut Street/6228; phone 215-898-7444, e-mail: gas-degree@sas.upenn.edu) **here:** <https://fission.sas.upenn.edu/sso/gas/degree/app-start.php>. Appointments are made on a rolling basis. Please be present for your appointment. Do not ask a friend /coworker to deposit for you.

This is what you need for your appointment:

1. Bring a single hardcopy of the dissertation manuscript with original signatures on the Title Page to your appointment, unbound in a box or sealable envelope. The hardcopy will be bound, included in the Library collection, and made available to the world via inter-library loan.
 2. Signed three forms: Degree Certification, Acceptance of Dissertation, and Form 153 Certification of Dissertation
 3. Reminder - Upload of your dissertation must be completed prior to your appointment
- Submit two (2) hard copies of your dissertation with original signatures on the title page to Erin. These will be bound by the department; one going to the student, and the other for the advisor.

