

Dissertation Checklist

- Consult the *Graduation Calendar* and plan ahead:
<https://guides.library.upenn.edu/c.php?g=476184&p=3255979#s-lg-box-10051090>
- Communicate with your advisor for approval to go forward with presenting your dissertation
- Contact your committee with the date and coordinate a room (Graduate Coordinator can help with scheduling a room apickul@seas.upenn.edu)
- Send Graduate Coordinator 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 Graduate Coordinator at least three weeks before your dissertation defense date.**
 - Date
 - Place / Time
 - Title
 - Committee Members
- Before your defense date, pick up from Grad Coordinator, the forms you will need to be signed by your committee. Three forms are required: *PhD Degree Certification* (Form 151), *Acceptance of Dissertation* (Form 152), and *Certificate of Dissertation* (Form 153).
- Apply for graduation (an email from Tori Frew 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 Grad Coordinator. GC will enter your information into the system and have APO/RAS take care of the Dean's signature. GC/RAS 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/upennngdas
- 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://guides.library.upenn.edu/dissertation_manual/submitting Appointments are made on a rolling basis.

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 Graduate Coordinator. These will be bound by the department; one going to the student, and the other for the advisor. *Provide permanent email address, post-graduation plans and mailing address to GC.*