

University of Pennsylvania
Cell and Molecular Graduate Group

Checklist for Graduation

_____ Receive permission to write from Thesis Committee. File signed form along with a list of cited publications and the status of papers in progress (i.e. submitted, in review, etc.), with your CAMB Coordinator.

_____ Register on-line for degree at: <https://fission.sas.upenn.edu/sso/gas/degree/app-start.php>

If you fail to defend your thesis in the semester in which you registered, you must re-register in the next semester that you intend to defend.

_____ Consult the *Doctoral Dissertation Manual*, which can be found on-line at:

http://www.upenn.edu/provost/dissertation_resources. *The manual offers a template for the thesis that you may find helpful. If you choose to use this option, when your deposit date nears, re-download the template confirm no updates were made.*

_____ Schedule defense; inform your CAMB program coordinator of date, time, & location of the talk, as soon it is scheduled, no later than 3 weeks out (or ask for help with scheduling).

_____ Make sure that your CAMB Coordinator has the title of your thesis (the written AND oral parts, if they differ), your advisor's name and the names of your committee members (including the committee Chair) so she can prepare the appropriate forms. (Also, let her know if any members will not be present, or anyone will be filling in.)

_____ Submit a copy of your dissertation to the CAMB office and thesis committee members at least 2 weeks prior to defense. The CAMB office prefers to receive the dissertation on disk.

_____ Bring at least **three** copies of your title pages to your defense for your advisor to sign. Your coordinator will pick up your title pages after your defense with your I52 form. She will get Dan Kessler's signature.

****If you plan to deposit your thesis in a year different than that in which you defend, ensure that your title pages reflect the year of the deposit, not the defense of your thesis.****

_____ Make appointment to deposit thesis (tel. 898-7444; Suite 322A, 340I Walnut Street) at least two weeks ahead. There is a specific period during which you can deposit the thesis, but it generally can be deposited at any time prior to the last day of that period. Do not wait until the deadline to make an appointment, because none may be available. Let your Coordinator know the day and time of your appointment so that the paperwork can be completed.

_____ The week prior to depositing the paper thesis, electronically deposit thru the ETD system. The thesis will be reviewed and you will be notified of any necessary formatting changes. This will be a timesaver, especially if the title pages require a change, which would also require new signatures.

_____ *Copyright:* During the on-line submission of your thesis, you will have the option to copyright your materials. Should you decide to do so, you are responsible for any fees that are related to copyright process.

_____ Fill out Form I54 (http://www.med.upenn.edu/camb/user_docs/BlankFormI54rev.7.06.pdf) with post graduation information; if position information is not yet complete, send an update to the CAMB office when available. (Via e-mail is fine)

_____ Drop off abstract with CAMB office.

_____ Pick up Form I53 and signed title pages from the CAMB office and take to appointment to deposit thesis.

_____ Complete *The Ph.D. Exit Survey* online at

https://www.surveymonkey.com/s.aspx?sm=mT7hpuMFp32_2fqKRaiN4wrQ_3d_3d (password: *penn_phd*) and print final "congratulations" page to take to appointment to deposit thesis.

_____ Take care of outstanding bills prior to depositing thesis. Consult Nam Narain (tel: 573-2234) in BGS if you have any questions about this.

Please ask if you have any questions