Graduation Checklist

AFTER YOU HAVE PERMISSION TO WRITE

___ Apply online for your degree at: https://fission.sas.upenn.edu/sso/gas/degree/app-start.php. If you do not defend your thesis in the semester for which you registered, you must apply online again for the semester that you intend to defend.


___ Schedule your thesis defense with your committee; inform the IGG coordinator of the planned date and time of your defense as soon as possible so a room may be reserved. Please also refer to additional guidelines at http://www.med.upenn.edu/immun/academics.shtml#DRequirements regarding the expectations for submitting your thesis to your committee (and external reviewer, if one will be engaged).

BEFORE YOUR THESIS DEFENSE

___ At least three weeks before your defense date, send your thesis to your committee. NOTE: If you have an external reviewer, you must submit your thesis to your committee at least six weeks before the defense date. See instructions on the IGG website here: http://www.med.upenn.edu/immun/thesis.shtml.

___ At least three weeks before your defense date, send the IGG coordinator the title of your thesis (and the title of your talk, if different from your thesis), your advisor’s name, and the names of your committee members (including the committee chair) so the appropriate graduation forms may be prepared. Also, let the IGG coordinator know if any members will not be present, if anyone will be filling in, if you have an external reviewer, etc.

___ At least two weeks before your defense date, make an appointment to deposit your thesis (215.898.7444; gas-degree@sas.upenn.edu; Suite 322A, 3401 Walnut Street). There is a specific period during which you can deposit the thesis, but it 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.
____ Fill out online Post-graduate Information Form: http://www.med.upenn.edu/bgs/PostGradInfoForm.shtml. Include information about your postgraduate plans to the extent they are known.

____ Pay any late fees, microfilm fees, etc., at the Office of Student Financial Services (100 Franklin Building, 3451 Walnut Street).

AFTER YOUR THESIS DEFENSE/BEFORE THESIS DEPOSIT APPOINTMENT

____ At least one week before your thesis deposit appointment, have your dissertation supervisor sign three copies of your title page and bring them to the IGG coordinator. Please see the Doctoral Dissertation Manual to make sure you use the correct format. Note: if you plan to deposit your thesis in a year different than the year in which you defend, please ensure that your title pages reflect the year of the deposit, not the year in which your defense occurs.

____ Pick up Form 153 and your signed title pages from the IGG coordinator and take them to your thesis deposit appointment.

____ Complete the Microfilming/Publishing Agreement at http://www.il.proquest.com/dissertationagree/ (Username: dissertations, Password: publish). Bring this agreement along with an unsigned title page and abstract printed on regular copy paper to your thesis deposit appointment (BGS pays the microfilm fee).

____ Complete the PhD Exit Survey. This in-house exit survey is located at: https://upenn.us2.qualtrics.com/SE/?SID=SV_8nNv9JSXYnwddr&random=830264. Answers remain confidential and the data will be reported only in aggregate in order to ensure anonymity, but your responses will help us make improvements to Penn's PhD programs. Bring a hard copy of the confirmation email to your thesis deposit appointment.

____ Complete the Survey of Earned Doctorates online at http://survey.norc.uchicago.edu/doctorate. Bring a hard copy of the confirmation email to your thesis deposit appointment.