

University of Pennsylvania
Cell and Molecular Graduate Group

Checklist for Graduation

_____ Receive permission to write from Thesis Committee. File signed form with your CAMB Coordinator.
(https://www.med.upenn.edu/camb/assets/user-content/forms-and-documents/Perm_to_Write.pdf)

_____ Register on-line for degree at: <https://apps.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://guides.library.upenn.edu/dissertation_manual. *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 and time 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 they can prepare the appropriate forms and announcements. Let them know if any members will not be present, or anyone will be filling in.

_____ If you would like to have an image from your work included with your announcement, please send it to your coordinator. Let us know, at that time, if we are authorized to use it in future CAMB communication materials (website, twitter, newsletter, etc.).

_____ Submit a copy of your dissertation to the CAMB office and thesis committee members at least 2 weeks prior to defense. Submit your title page to Anne-Cara Apple (annecara@penmedicine.upenn.edu) in the BGS office for formatting feedback. ****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 electronically deposit your thesis (<https://calendly.com/sas-grad-deposits>) 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.

_____ Once the deposit appointment is established, the Graduate Division Office will send an email containing *The Ph.D. Exit Survey*. Complete the survey online and save the final "congratulations" page to include when you deposit the thesis.

_____ The week prior to officially depositing the thesis, deposit through the ETD system (www.etdadmin.com/upennngdas). The thesis will be reviewed, and you will be notified of any necessary formatting changes. This will be a timesaver.

_____ *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 154 (<https://www.med.upenn.edu/camb/assets/user-content/forms-and-documents/form-154.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)

_____ Your Coordinator will email you the form 153 to include when you deposit the 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