

University of Pennsylvania
Cell and Molecular Graduate Group

Checklist for Graduation

- Receive Permission to Write from Thesis Committee. File the 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://sfs.upenn.edu/student-records/GradApp> 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.
- Take care of outstanding bills before depositing the thesis through Penn Pay (<https://sfs.upenn.edu/billing-payment/pennpay>).
- Update your diploma address in Path@Penn: under 'My Profile,' click 'Update my personal information.'
- Consult the *Doctoral Dissertation Formatting Guide*, which can be found online at: <https://provost.upenn.edu/graduate-degrees>. The guide offers a template for the thesis that you may find helpful. If you choose to use this option, re-download the template when your deposit date nears to confirm no updates were made. One on One formatting support is available.
- Schedule your defense; inform your CAMB program coordinator of the 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 if anyone will be filling in.
- Fill out this form to indicate the end of your funding (PhD only): <https://www.med.upenn.edu/bgs/secure/stipend-end.html> For Combined Degree students, please consult with your thesis advisor and notify your Coordinator.
- If you would like to have an image from your work included with your announcement, please send it to your coordinator. Let us know 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 the defense.
- Look for the email from the BGS office with information about signing up for graduation and depositing your thesis. This will provide you with the link to make the appointment to electronically deposit the thesis at least two weeks ahead of time. The thesis can be deposited at any time between your defense date and the deposit deadline, but **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.
- No later than 2 days before your deposit appointment, upload your final, committee-approved, appropriately formatted dissertation through the ETD Administrator system (<https://www.etdadmin.com/main/home>).
- *Copyright*: During the online 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 the copyright process.
- Fill out Form I54 (<https://www.med.upenn.edu/camb/assets/user-content/forms-and-documents/form-I54.pdf>) with post-graduation information; if position information is not yet complete, send an update to the CAMB office when available.

If you have any questions, please contact the CAMB office or The Office of the Provost (grad-degree@provost.upenn.edu)
<https://provost.upenn.edu/graduate-degrees>