

University of Pennsylvania - Pharmacology Graduate Group/Checklist for Graduation

Receive permission to write from your Thesis Committee which should be made explicit in the most recent Thesis Committee Report on file for you, along with a list of cited publications and the status of papers in progress (i.e. submitted, in review, etc.), with your PGG 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://guides.library.upenn.edu/dissertation_manual/formatting

Dissertations MUST ADHERE to these guidelines.

Schedule defense; inform your PGG 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 PGG 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).

Submit a copy of your dissertation to the PGG Coordinator and thesis committee members at least 2 weeks prior to defense.

Bring at least **three** copies of your title pages to your defense for your advisor to sign, please see dissertation manual to make sure you use the right format (please insure that your title pages reflect the most recent requirements of September 2010) and paper (acid free). Your coordinator will pick up your title pages after your defense with your I52 form. She will get Julie Blendy'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, 3401 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.

Complete the "I54" form or "post-graduate info" form online - <https://www.med.upenn.edu/bgs/assets/user-content/documents/form-I54.pdf>
If post-graduate info not yet available, send to the PGG Coordinator when available. (Via e-mail is fine)

Drop off abstract with PGG Coordinator.

Pick up Form I53 and signed title pages from the PGG Coordinator and take to appointment to deposit thesis.

The Survey of Earned Doctorates - Completion of the Survey of Earned Doctorates (SED) is a degree requirement. The SED is the definitive source of information on the nation's new research doctorates. Sponsored by the National Science Foundation and five other Federal agencies, the SED is critical to understanding in what specialty areas doctorates are produced and graduates' post-graduation employment plans. Results are used by government as well as academic institutions to make decisions about graduate education funding, developing new programs and supporting existing ones. Online submission of the survey is a two-part process:

- Upon registering you will instantaneously receive an email with the link to the web survey, along with your individual PIN and password. If you have any difficulty with the site, contact 1-800-248-8649 or write to 4800-sed@norc.uchicago.edu.

Bring the verification print-out with you to your appointment.

Complete *The Ph.D. Exit Survey* online at
<http://www.upenn.edu/ir/surveys/PhD/IR&A%20Ph.D.%20Exit%20Survey%202018-19%20Instrument.pdf?pdf=PhD%20Exit%202018-19%20Instrument>

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 Ph.D. programs. Please print the confirmation email to bring to your appointment.

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