

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:

https://provost.upenn.edu/uploads/media_items/dissertation-manual.original.pdf

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, or anyone will be filling in.)

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

_____ 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.

_____ Fill out Form 154 (http://www.med.upenn.edu/PGG/forms/154_Form.doc) with postdoctoral appointment information (mentor, institution, mailing address, email address, telephone, fax number, home address, and telephone); if not yet available, send to the PGG Coordinator when available. (Via e-mail is fine)

_____ Drop off abstract with PGG Coordinator.

_____ Pick up Form 153 and signed title pages from the PGG Coordinator and take to appointment to deposit thesis.

_____ Complete *Microfilming/Publishing Agreement* at http://il.proquest.com/dissertationagree/umi_agreement.pdf (Username: *dissertations*; Password: *publish*). BGS pays the \$100 microfilm fee, however if you choose copyright, you will be responsible for the \$65 copyright fee. Print and take with one unsigned title page, and abstract on regular copy paper 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:

- Register online at <http://survey.norc.uchicago.edu/doctorate/>

- 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 https://upenn.us2.qualtrics.com/SE/?SID=SV_blyG48KtJNKxk1f

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.

Please ask if you have any questions

