

University of Pennsylvania School of Nursing

PhD Graduation Checklist

Before Dissertation Defense

- ☐ Consult the “Graduation and Beyond” section of the Penn Arts and Sciences Grad Division for important information on degree requirements, deadlines, applying for graduation, etc.
<https://www.sas.upenn.edu/graduate-division/resources/graduation-and-beyond>
- ☐ Complete Graduate Division of Arts and Sciences online application for degree
<https://fission.sas.upenn.edu/sso/gas/degree/app-start.php/graduate/dissertation-resources>
- ☐ Send your dissertation abstract to the Associate Director for Graduate Academic Affairs (Kara Koch) at least **two weeks prior** to the scheduled defense. If you would like the announcement on the school’s event calendar to include your picture, please send at this time as well.
- ☐ Print and bring forms 152, 153, 154, 155, and the dissertation title page to your defense
<http://www.nursing.upenn.edu/student-services/resources/handbooks-forms-policies/>

Day of Dissertation Defense

- ☐ Get academic certification forms signed by ALL Dissertation Committee members and readers*
 - ☐ Form 152
 - ☐ Form 153
 - ☐ Form 154
 - ☐ Form 155 (only fill in name and Chair signature fields)
 - ☐ Dissertation title page (*you may have to do this after the defense date if there are any changes, but try to do it now if possible*)

After Dissertation Defense

- ☐ Bring forms (with all committee member signatures) to the Associate Director for Graduate Academic Affairs, who will get the Graduate Group Chair and Dean signatures
- ☐ Schedule an exit interview with the Chair-Elect of the Graduate Group in Nursing
- ☐ Check bursar bill and pay any outstanding balance
- ☐ Consult the “Doctoral Dissertation Manual” for complete details on formatting the dissertation, paper and printing requirements, and copyright information (the Graduate Division of Arts and Sciences is very strict about formatting, so please review their materials carefully)
<http://www.sas.upenn.edu/graduate-division/resources/graduation-and-beyond>

* IMPORTANT: get all signatures from your committee members and readers on the defense date – **do not wait for final revisions to be made**. The Associate Director for Graduate Academic Affairs will hold your paperwork until the final revisions are complete.

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- ☐ Review the University's "Open Access Publication of Dissertations policy". If you wish to delay publication of your dissertation, you must indicate the appropriate choice when submitting your dissertation electronically.
http://guides.library.upenn.edu/dissertation_manual
- ☐ Complete Graduate Division of Arts and Sciences online application for degree (if you didn't do so before the defense)
- ☐ Complete all revisions to the satisfaction of the committee as needed. The Dissertation Chair must email that revisions are complete to the Associate Director for Graduate Academic Affairs (Kara Koch)
- ☐ Schedule your Dissertation Deposit Appointment with the School of Arts and Sciences
Must take place prior to the dissertation deposit deadline for the term in which you plan to graduate. To make an appointment, contact the Graduate Division at gas-degree@sas.upenn.edu or 215-898-7444.
- ☐ Schedule an appointment with the Associate Director for Graduate Academic Affairs to pick up completed academic certification forms for dissertation deposit appointment. *All dissertation and exit interview requirements must be met before going to the dissertation deposit appointment.*

Other Requirements

- ☐ Complete the School of Nursing application for diploma – sent by the Office of Student Information each term. *Note: this is separate from the SAS application for graduation.*
- ☐ Plan for graduation ceremony (e.g. order regalia, order tickets to SON ceremony, confirm that Dissertation Chair will be hooding, etc.). Information will be sent each spring by the Office of Student Services.