

University of Pennsylvania School of Nursing

PhD Graduation Checklist

Before Dissertation Defense

- Consult the [“Dissertation and Theses”](#) section of the Penn Arts and Sciences Grad Division for important information on degree requirements, dissertation formatting, deadlines, applying for graduation, etc.
- Complete Graduate Division of Arts and Sciences online [application for degree](#).
- Consult with Dissertation Chair on the best remote format for defense (Zoom or Bluejeans). Recommend consulting with [ITS](#) for technology tips and suggestions. Additionally, see if an ITS representative can be present during the defense for technology support.
- Send your dissertation abstract along with the remote meeting link/ access information to the Associate Director for Graduate Academic Affairs (Janae Lamoureux) 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 include in the email.

Day of Dissertation Defense

- Forms 152, 153, 154 and 155 will be emailed to the Dissertation Committee immediately after the defense for electronic signatures.
<http://www.nursing.upenn.edu/student-services/resources/handbooks-forms-policies/>

After Dissertation Defense

- Schedule an exit interview with the Chair-Elect of the Graduate Group in Nursing.
All dissertation and exit interview requirements must be met before going to the dissertation deposit appointment.
- 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).
- 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.
- 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 (Janae Lamoureux).

* IMPORTANT: get all signatures from your committee members and readers on the defense date – **do not wait for final revisions to be made.**

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- 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. **Please schedule the appointment [here](#).***

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.