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University of Pennsylvania
Cell and Molecular Graduate Group

<u>Checklist for Graduation</u>

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_____ Receive Permission to Write from Thesis Committee. File 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://apps.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.

_____ Take care of outstanding bills prior to depositing thesis through Penn Pay (https://srfs.upenn.edu/billing-payment/pennpay). Consult Tiffany Brooks (brookst@upenn.edu) in BGS if you have any questions about this.

_____ Update your diploma address in Penn in Touch (https://portal.apps.upenn.edu/penn_portal/intouch/splash.html): under 'Profile, Privacy, & Emergency', click 'Address Information', then click the 'Diploma Address' tab.

_____ Consult the *Doctoral Dissertation Manual*, which can be found on-line at: http://guides.library.upenn.edu/dissertation_manual. *The manual offers a template for the thesis that you may find helpful. If you choose to use this option, when your deposit date nears, re-download the template to confirm no updates were made.*

_____ Schedule your defense; inform your CAMB program coordinator of 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 anyone will be filling in.

_____ If you would like to have an image from your work included with your announcement, please send it to your coordinator. Let us know, at that time, 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 defense.

_____ Make appointment to electronically deposit your thesis (https://calendly.com/penngraddegree/deposit) at least two weeks ahead of time. The thesis can generally 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.

_____ Once the deposit appointment is established, the Graduate Division Office will send an email containing the *Survey of Earned Doctorates* and the *Ph.D. Exit Survey*. Complete and save the certificate of completion for both surveys. You will need to upload these to the ETD Administrator system under the menu item 'Administrative Documents'.

_____ No later than 2 days before your deposit appointment, upload your final, committee-approved, appropriately formatted dissertation through the ETD Administrator system (www.etdadmin.com/upenngdas).

_____ *Copyright*: During the on-line 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 copyright process.

_____ Fill out Form 154 (https://www.med.upenn.edu/camb/assets/user-content/forms-and-documents/form-154.pdf) with post-graduation information; if position information is not yet complete, send an update to the CAMB office when available.

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

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