Steps for Submission of EdD Dissertations

- EdD students should review the EDD Degree Requirements site, which lists all degree requirements from the start of coursework through graduation.
- EdD students must submit their approved dissertations electronically through the ProQuest ETD Administrator.
- During the registration process through ProQuest, the student will select **Open Access** for publication of the dissertation. This is a university requirement for all doctoral students as of December 2015.
- Open access publication provides a much wider audience, can help to market ideas to potential employers, and can help make plagiarism or theft much easier to detect. The open access dissertation — published in the University's institutional repository, ScholarlyCommons — will be available via the internet, including full text searching through search engines like Google. The same legal and copyright protections pertain to open access publication as to traditional hardcopy publication.
- In cases where papers are in press, patents are pending, or where there are other intellectual property concerns, it may be beneficial to delay publication (commonly referred to as an "embargo"). Students should discuss with their advisor whether a delay in publication is necessary or advisable. A request for a **three-year delay in open access publication through Penn's ScholarlyCommons will be granted automatically**, and no forms or permissions are required. Simply indicate that choice in ProQuest ETD Administrator. Please note that ProQuest ETD allows a two-year delay. A request for an additional three-year delay in ScholarlyCommons requires approval by the Graduate Group Chair/Dean.
- The dissertation will be reviewed for formatting issues from the ProQuest ETD Administrator site. The student will be contacted via e-mail if there are corrections to be made. Upon completion of the review, the Associate Dean for Faculty Affairs will review/approve the dissertation.
- Once the format is approved and the Associate Dean has approved, the student will be notified and asked to have their title page electronically signed by their chairperson to gse-oss@gse.upenn.edu
- The title page will be submitted to the Dean of the Graduate School of Education for signature by gse-oss@gse.upenn.edu

- The GSE Registrar will complete an audit on each student for graduation. When cleared, the school will formally accept the dissertation on ProQuest's ETD Administrator. ProQuest will notify the student when this occurs.
- Once accepted, the dissertation is then submitted to ProQuest for publication. Again, the student will be notified by ProQuest.

For questions concerning deposit of the dissertation, please feel free to contact gse-oss@gse.upenn.edu