

Steps for Submission of Education PhD Dissertations

The instructions below come from the Office of the [Provost Graduation Information page](#). Please follow the instructions below, which include GSE specific requirements:

- Once you have decided in which term you will graduate, please email your program manager, gse-oss@gse.upenn.edu, and the GSE Student Records Office (gse-sro@gse.upenn.edu) with your intended graduation term.
- PhD candidates must also apply to graduate by the dates listed on the [Office of the Provost graduation calendar](#) to be eligible for the conferral of their degree and issuance of their diploma in a given term. GSE PhD students must also submit the [GSE degree application](#) as well. The specific deadlines for deposit and graduation for each degree term are listed at the bottom of this document (separated by term). Note that GSE PhD students follow a different tuition waiver policy.
- To successfully deposit a PhD dissertation, the University's requirements for formatting the dissertation must be followed, per the [Dissertation Manual](#). Please read the Doctoral Dissertation Manual and [Formatting Template](#) for assistance with formatting your work, as proper formatting may take more time than you anticipate. Utilize the [PhD Dissertation Formatting Checklist](#) to confirm that your formatting was done correctly.
- The Provost offers dissertation formatting guidance office hours at the Graduate Student Center on Wednesdays 2-5pm and Thursdays 9am-12pm. Starting with the Spring 2022 term, we will pilot one-on-one formatting support via Zoom for PhD students with our Dissertation and Thesis Graduate Fellow. The Graduate Fellow is available to meet with students who have formatting questions, need technical support in Word, or just for peace of mind before a deposit appointment. Students can book an appointment directly with the Graduate Fellow at <https://calendly.com/elwebb/graduatefellow>.
- After ensuring that your formatting is correct, send your dissertation to gse-oss@gse.upenn.edu for a secondary review. An email will be sent to you if there are corrections to be made prior to submitting to the Office of the Provost. Upon completion of the review for formatting, your dissertation will be forwarded to the Graduate Group Chair in Education (Dr. Matthew Hartley) for final review and approval.
- You are encouraged to make your appointment to deposit your dissertation with the Office of the Provost as early into the semester as possible. Note that you must receive your approval to move forward from GSE **before** your deposit appointment takes place.

Check the [Graduate Degree Calendar](#) for the date they begin accepting dissertations each term and sign up for your appointment on their [Calendly page](#). You will not attend this appointment; it reserves time in the reviewer's schedule to review your dissertation. There are additional requirements for students wishing to deposit during peak periods. Please refer to the [dissertation deposit website](#) for details.

- Prior to your deposit appointment,
 - PhD candidates are required to use ETD Administrator at www.etsadmin.com to submit a PDF version of their dissertation prior to their appointment. [Instructions are available on the Provost website](#).
 - You must complete the [Survey of Earned Doctorates](#) AND you must complete the [PhD Exit Survey](#). Save the certificate of completion for both surveys — you will upload these to [ETD Administrator](#) under the menu item: Administrative Documents.
 - Clear any unpaid balances at [Penn.Pay](#)
- Utilize the [PhD Graduation Checklist](#) to confirm that you've completed all required steps necessary to deposit your dissertation and graduate.

If you have any questions about this procedure, please contact gse-oss@gse.upenn.edu or Caroline Gonzalez Ciccone at grad-degree@provost.upenn.edu. Full details on this process can be found on the [Office of the Provost Graduation Information page](#).

Timeline for **DECEMBER 2021 Graduation:**

GAS begins accepting dissertations Monday, September 13, 2021

<u>Sign Up:</u>	August 24 – November 15
<u>Late Sign up*:</u>	November 16 – November 22
<u>Tuition Waiver:</u>	GSE offers a tuition waiver to its students in the term <i>following</i> a SUCCESSFUL final defense. Please disregard comment on Provost calendar about same term waiver, as it does not apply to GSE students
<u>Defend by:</u>	GSE PhD students are strongly advised to defend by October 25 to ensure that they can submit their dissertation for format review by GSE's November 8 deadline (see GSE academic calendar for full information)
<u>Deposit by:</u>	December 6
<u>Degree Awarded:</u>	December 22

Please note the following:

***Late Sign up carries a fee of \$100 (charged by Office of Provost)**

Timeline for **Spring 2022 Graduation:**

GAS begins accepting dissertations January 12, 2022

<u>Sign Up:</u>	January 5 – April 18
<u>Commencement program:</u>	Apply by March 15 to ensure that your name is included in the university commencement program
<u>Late Sign up*:</u>	April 19 – April 25
<u>Tuition Waiver:</u>	GSE offers a tuition waiver to its students in the term <i>following</i> a SUCCESSFUL final defense. Please disregard comment on Provost calendar about same term waiver, as it does not apply to GSE students
<u>Defend by:</u>	GSE PhD students are strongly advised to defend by March 25 to ensure that they can submit their dissertation for format review by GSE's April 8 deadline (see GSE academic calendar for full information)
<u>Deposit by:</u>	May 2
<u>Degree Awarded:</u>	May 16

Please note the following:

***Late Sign up carries a fee of \$100 (charged by Office of Provost)**

Timeline for **Summer 2022 Graduation:**

GAS begins accepting dissertations June 2, 2022

<u>Sign Up:</u>	May 16 – July 4
<u>Late Sign up*:</u>	July 5 – July 11
<u>Tuition Waiver:</u>	GSE offers a tuition waiver to its students in the term <i>following</i> a SUCCESSFUL final defense. Please disregard comment on Provost calendar about same term waiver, as it does not apply to GSE students
<u>Defend by:</u>	GSE PhD students are strongly advised to defend by June 24 to ensure that they can submit their dissertation for format review by GSE's July 8 deadline (see GSE academic calendar for full information)
<u>Deposit by:</u>	August 1

Degree Awarded: **August 5**

Please note the following:

***Late Sign up carries a fee of \$100 (charged by Office of the Provost)**