

## Steps for Submission of Education PhD Dissertations

This outline of GSE-specific requirements for the submission of PhD dissertations is intended as a supplement to the more comprehensive [Graduation Information](#) provided by the Office of the Provost.

- Once you have determined in which term you will graduate, please share this information via email with your program manager, [gse-oss@gse.upenn.edu](mailto:gse-oss@gse.upenn.edu), and the GSE Student Records Office ([gse-sro@gse.upenn.edu](mailto:gse-sro@gse.upenn.edu)).
- To successfully deposit a PhD dissertation, the University's formatting requirements must be followed. Please carefully review the Dissertation [Formatting Guide and Template](#) for assistance, as proper formatting may take more time than you anticipate. Utilize the [PhD Dissertation Formatting Checklist](#) to confirm that you have met the requirements.
  - The Provost's Office offers dissertation formatting office hours at the Graduate Student Center; for current hours, refer to the [Graduate Student Center events calendar](#). Additionally, the Dissertation and Thesis Graduate Fellow is available to meet via Zoom with students who have formatting questions, need technical support in Word, or would like greater peace of mind before a deposit appointment. You can [book an appointment](#) online.
- After ensuring that your formatting is correct, email your dissertation to Chris Kubik Cedeño, Director of Academic Affairs ([cdkubik@upenn.edu](mailto:cdkubik@upenn.edu)) for a secondary review. **This step must be completed by the dissertation submission deadline listed in the [GSE Academic Calendar](#).** You will be notified if formatting corrections are necessary before your dissertation is advanced to the Graduate Group Chair in Education for further review and approval. If the Graduate Group Chair requests additional revisions, you will be notified again. When your dissertation is approved by the Graduate Group Chair, the title page will be submitted to the GSE Student Records Office on your behalf to prompt an audit confirming that you have met the graduation requirements.
- To facilitate the timely conferral of your degree in a given term, you are encouraged to apply to graduate as early in the term as possible (i.e. as soon as the graduation application opens), **and no later than the deadline listed on the [Graduate Degree Calendar](#) set by the Office of the Provost.**
- You are also required to schedule an appointment to deposit your dissertation with the Office of the Provost. You will not attend this deposit appointment; it reserves time in the reviewer's schedule to evaluate your dissertation. These requirements must be met by the time of your appointment for your dissertation to be reviewed:
  - Your dissertation must have been approved by the by the Graduate Group Chair in Education.
  - You must [apply for a degree conferral](#).

- Complete the [PhD Exit Survey](#) (degree office will be automatically notified)
- Complete the Survey of Earned Doctorates, <https://sed-ncses.org> and save the completion certificate-- you will upload this to [ETD Administrator](#) under "Administrative Documents"
- If you are depositing in a peak period, you **must** complete a [formatting support appointment](#) with our graduate fellow
- Upload your dissertation PDF into ETD Administrator and click **Submit**. For help, [visit our step-by-step instructions](#).
- Clear bursar bill and holds on account in Penn.Pay
- Update diploma address in [Path@Penn](#) under Update my Personal Information, next to **Address**, click **+Add New**, select type: Diploma Mailing.
- Note that GSE PhD students follow a different tuition waiver policy. GSE offers a tuition waiver to its students in the term *following* a SUCCESSFUL final defense. Please disregard the comment on the Provost calendar about same term waiver, as it does not apply to GSE students.

**If you have any questions about this procedure, please contact [gse-oss@gse.upenn.edu](mailto:gse-oss@gse.upenn.edu) or Caroline Gonzalez at [grad-degree@provost.upenn.edu](mailto:grad-degree@provost.upenn.edu).**