

Penn GSE | 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 Scholarly Commons will be granted automatically**, and no forms or permissions are required. Simply indicate that choice in ProQuest ETD Administrator. A request for an additional three-year delay in Scholarly Commons 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.
- If corrections are required, the dissertation will be reviewed again from the ProQuest site. If there are no issues, and the Associate Dean has accepted the dissertation, the student will be notified and asked to submit a hard copy of the dissertation with a title page signed by his/her chairperson to Megan McManus.
- The dissertation is to be printed on acid-free paper (20-24 wt.), single-sided, unbound, and presented in a sturdy box. (If mailing the dissertation, it is a box within a box.) This copy will be bound by the University and shelved in the University Library where it will become available through interlibrary loan.
- The hard copy will also be reviewed. If there are no issues, the title page will be submitted to the Dean of the Graduate School of Education for signature and the dissertation will be submitted to the Student Records Office on behalf of the student.
- 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 Megan McManus (mcmmeg@upenn.edu; 215-573-5703), or Janeen Chavis, GSE Registrar (jchavis@upenn.edu; 215 898-7379).