

Penn GSE | Steps for Submission of Education Ph.D. Dissertations

- Ph.D. students must go to the [dissertation resources](#) page on the U Penn Office of the Provost website and click the link for the [dissertation manual](#). Across the top of the page are tabs with instructions regarding formatting and submitting the dissertation, as well as other requirements.
- You are encouraged to make your appointment to deposit your dissertation with the school of Graduate Arts & Sciences (GAS) as early into the semester as possible. Check the [GAS calendar](#) for the date they begin accepting dissertations each term and contact them via email at gas-degree@sas.upenn.edu or by telephone at 215.898.7444 to make an appointment. Many students try to get appointments during the last week in order to give themselves plenty of time to complete the process.
- Education Ph.D. students **MUST** first send their approved dissertation to Megan McManus, Faculty Affairs Coordinator via email (mcmmeg@upenn.edu) to review for formatting issues. An email will be sent to you if there are corrections to be made prior to submitting to GAS. Upon completion of the review for formatting, your dissertation will be forwarded to the Graduate Group Chair in Education (Dr. Matthew Hartley) for review and approval.
- Once approved by Dr. Hartley, you will be asked to submit a title page signed by your chairperson to Megan McManus. She will secure the signature of the Graduate Group Chair, who will also sign the Acceptance of Dissertation and Certification of Dissertation forms (aka forms 152 and 153) required for your deposit.
- A few days before your scheduled appointment with GAS, you will receive an email with instructions for placing your dissertation on the Ph.D. ProQuest website, where it will be reviewed by GAS. They will also send you links for two surveys that are required to be completed before your appointment.
- Upon review of your dissertation on ProQuest, GAS will tell you to submit your hard copy with the signed title page and forms 152 and 153 at your appointed time.

If you have any questions about this procedure, please contact Megan McManus (mcmmeg@upenn.edu, 215-573-5703).