1. Apply for the degree here: https://fission.sas.upenn.edu/sso/gas/degree/app-start.php.
2. Notify Wharton Doctoral Office two weeks prior to the final defense date by sending the Notification of Final Defense form to Wharton Doctoral Programs Office. The Doctoral Programs Office must know the defense date to prepare required forms.
3. An announcement of the defense should be posted in the student's department and the Doctoral Office.
4. Make an appointment to deposit the dissertation by calling 215-898-7444 or through email: gas-degree@sas.upenn.edu. The Doctoral Programs Office must know the deposit date to prepare required forms.
5. One-three days prior to the defense, Form 152 will be emailed to you: Acceptance of Dissertation Form from the Doctoral Office.
6. Take Form 152, The Final Oral Defense Certification Form, and Title Page to the defense. The Dissertation Supervisor must sign off on all forms. The Committee must sign the 152 & Certification form. ** These must be live signatures. Scanned copies will not be accepted.
7. If there are no revisions or very minor revisions to be made, return the following items to the Doctoral Office following the defense – the signed 152, the signed Final Oral Defense Certificate, and a properly formatted Title Page, signed by the dissertation supervisor.
8. Once returned to the Doctoral Programs office, the three items will be reviewed and signed by the Vice Dean of Wharton Doctoral Programs.
9. You will be required to submit a hardcopy of your dissertation, 152 form, 153 form, and title page during your deposit appointment.

Please note the following:
• At your deposit appointment, the Graduation Division will inform the student of any remaining steps required to complete the degree requirements.
• For the online dissertation manual for dissertation formatting details and electronic submission, click here for the graduation process document: http://guides.library.upenn.edu/dissertation_manual
• Any questions can be sent to Gidget Murray (gmurray@wharton.upenn.edu) or 215-898-2619.
NOTIFICATION OF FINAL DEFENSE OF DISSERTATION

*Please complete and return to Wharton Doctoral Office at least two weeks before Final Defense

Name: ___________________________ Penn ID: _______________________

E-mail: _____________________________

Department: ____________________________

Committee Members: __________________________________ Supervisor(s)

________________________________ Chair

________________________________

________________________________

________________________________

Title of Dissertation:

_____________________________________________________________________

_____________________________________________________________________

Day, Date and Time: ________________

Room Location: _______________________

_____________________________________________________________________

TO BE COMPLETED BY THE DISSERTATION COMMITTEE CHAIR

The dissertation committee of the above named student certifies that the candidate is ready to hold his/her final defense hearing.

Signature, Committee Chair  Date
**CERTIFICATION OF DOCTORAL FINAL ORAL DEFENCE OF Ph.D. DISSERTATION**

*(Please complete the form and return it to the Wharton Doctoral office)*

Name: __________________________________________________________

Penn ID: _________________________________________________________

E-mail address: __________________________________________________

Department: _____________________________________________________

Date of Defense: _______________________________________________________________________________________________

Title of Dissertation: ___________________________________________________________________________________________

____________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Result of Examination: Check ONE

a) ___________ Pass, no substantive changes

b) ___________ Pass, minor substantive changes to be overseen by**: ____________________________________________

c) ___________ Fail, major changes and another final defense required (at a minimum)

Other comments or conditions: ________________________________________________________________________________

Examination Committee: Signatures:

1. ___________________________________________________________  ______________________________________________________
   (Print or Type Name)

2. ___________________________________________________________  ______________________________________________________
   (Print or Type Name)

3. ___________________________________________________________  ______________________________________________________
   (Print or Type Name)

4. ___________________________________________________________  ______________________________________________________
   (Print or Type Name)

5. ___________________________________________________________  ______________________________________________________
   (Print or Type Name)

**If (b) is checked, faculty member(s) overseeing changes should sign below when changes are satisfactorily made.

Date: ___________________________  Signature: ___________________________

*STUDENT MUST SUPPLY INFORMATION REQUESTED BELOW. Please be specific.

1. Name of institution/organization you will be joining upon completion of Ph.D.: ____________________________________________


4. Circle one: Tenure Track, Non-Tenure Track, Post-Doc, Industry, Student, Staff, Other: ___________________________

5. Non-Wharton Email Address: ____________________________________________
December 2019 Graduation Deadlines

Apply for degree: Now through November 18th

*Defend by October 11 and deposit by November 11 for Fall tuition waiver

Late application: November 19-25th ($100 penalty fee for late sign up)

Defend by: November 25

Deposit by: December 2

Degree Awarded: December 19

May 2020 Graduation Deadlines

Apply for degree: January 6-April 20

*Defend by February 23 and deposit by March 23 for Spring tuition waiver

Late application: April 21-27 ($100 penalty fee for late sign up)

Defend by: April 27

Deposit by: May 4

Degree Awarded: May 18

*Late Sign-up fee is $100.* Names are purged from the Degree System after each degree cycle. A student who misses the degree deadlines must sign up again for the following degree cycle. *Degree candidates may sign up on-line for the next degree cycle as soon as the last degree cycle deadline is past. Students who apply for May degree after March 16 will not have their name listed in the Commencement program.