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**TO COMPLETE THE DEGREE: Checklist**

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](mailto: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. The hardcopy must include the original signatures when possible. Electronic signatures will be accepted when it is not possible to obtain wet signatures.
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/ 215-898-2619](mailto:gmurray@wharton.upenn.edu/%20215-898-2619)) or Maggie Saia ([msaia@wharton.upenn.edu/](mailto:msaia@wharton.upenn.edu/) 215-898-4878).



**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

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Title of Dissertation:

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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

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**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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Position title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**3. Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4. Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**5. Non-Wharton Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **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.***