

UNIVERSITY OF PENNSYLVANIA
Graduate Division of Arts and Sciences
3401 Walnut Street, Suite 322A/6228
AUGUST 13, 2010

The following information is important to all candidates for the Ph.D. degree:

1. SATISFACTION OF COURSE REQUIREMENTS: All course examinations must be passed and grades reported, unless special arrangements have been made with the Degree Auditor. This applies not merely to course work prescribed for the degree, but to all work in which the student has been enrolled. Exemption from responsibility to complete courses in excess of the minimum requirements is obtainable only upon special recommendation of the Graduate Group Chairperson.
2. DISSERTATION EXAMINATION and DEFENSE: A public oral presentation of the dissertation is required. Satisfaction of this requirement should be reported on Form 150 with Form 152, Acceptance of Dissertation * - but no later than the final date to submit dissertations: July 26, 2010.
3. DISSERTATION: All dissertations must be deposited at Suite 322A, 3401 Walnut Street/6228, no later than July 26, 2010. The Graduate Division of Arts & Sciences office will begin to accept dissertations, by appointment only, beginning Monday, June 14 from 10 A.M. - 11:45 A.M. and 2 P.M. - 4:00 P.M. and daily thereafter through Monday, July 26th. Please call the RECEPTIONIST at 898-7444 for an appointment. Two printed copies (both on acid free paper) in appropriate sized boxes or appropriate sized sealable envelopes should be presented unless doing an electronic submission, in which case only one printed copy is needed. The manuscript must be clear and legible, free of errors, and attractive in appearance. All pages must be printed single-sided. The title page of each copy must bear original signatures of the Dissertation Supervisor and Graduate Group Chairperson. The copies submitted at the time of the appointment must not be bound. Each candidate should follow instructions in the Dissertation Manual issued by the Office of the Provost
4. FEES: All fees or charges due the University must be paid by the time the dissertation is submitted. This date also applies to the fee required to cover the dissertation deposit fee and the fee charged for optional copyrighting.
The dissertation deposit fee of \$100.00 will be posted to your bursar account in Student Financial Services. Should you choose the option to Copyright, please notify the Receptionist in the Graduate Division office at 322A, 3401 Walnut Street/6228 immediately (phone # 215-898-7444). The copyright fee of \$65.00 will be added to your account.

There will be a \$25.00 additional charge for returned checks.

5. RETURN OF BOOKS: All books borrowed from University Libraries must be returned by July 26th.
6. COMMENCEMENT: No formal commencement exercises will be held. Diplomas will be dated August 13, 2010. The Office of the Secretary of the Corporation will mail all diplomas by November 2010.

Note: Do not wait until the final date, July 26, 2010, to submit your dissertation. Call early for an appointment. If you will not be eligible for degree in August, please notify the Graduate Office immediately. You are required to reapply for your degree in the next degree cycle.

Any student who has not paid all outstanding debts to any segment of the University will not be eligible to graduate until all balances have been paid. If any student misses a degree cycle because of outstanding financial obligations, he or she must reapply for the degree at the next award period.
