COMPLETING YOUR DISSERTATION & DEPOSIT

You should be working with your advisor and committee on your drafts, giving them plenty of time to read, make comments/suggestions/corrections and time for you to make the changes and resubmit to the committee for approval.  Understandably this could take months.

At the beginning of your final semester:

1. Register to graduate online here: <https://fission.sas.upenn.edu/sso/gas/degree/app-start.php> The deadline to register to graduate are listed on the degree calendar: [http://www.sas.upenn.edu/GAS/home/grad&beyond/degree\_index.html](http://www.sas.upenn.edu/GAS/home/grad%26beyond/degree_index.html) IMPORTANT: If you are defending early in order to receive the tuition waiver you must deposit no more than one month after you defend (you will not find this on the calendar, but it is a GAS rule)
2. Call the graduate office to make your deposit appointment: 215-898-7444.  If you want the tuition waiver, you need to deposit by the specified date on the degree calendar, otherwise you can deposit up until the “Defend By” date listed there but will be charged tuition for the semester: [http://www.sas.upenn.edu/GAS/home/grad&beyond/degree\_index.html](http://www.sas.upenn.edu/GAS/home/grad%26beyond/degree_index.html)
3. Make sure your dissertation is formatted exactly according to the instructions in the dissertation manual: <http://www.upenn.edu/provost/dissertation_manual>

Two-weeks prior to your Dissertation Defense:

Once your dissertation is complete, copies of the completed dissertation for each of the final Dissertation Advisory Committee members and one for deposit in the SAST Department's office must be submitted at least two weeks before the scheduled oral defense. The Department copy will be open for inspection by the Graduate Group during this period.

Send me two original title pages (check formatting in the Dissertation Manual), so I may get these signed.  You will need these for your deposit.

Your Dissertation Defense:

A two-hour oral Dissertation Defense conducted by the Dissertation Committee before the Graduate Group faculty, graduate students, and invited guests. At least two members of the Dissertation Committee must be physically present for the Defense.

For your Deposit:

Your deposit is when someone in the grad office makes sure your margins, your title pages, your pagination are all correct, that all necessary forms are in order, and that you have a zero balancer.  The deposit should not be stressful, but there are a lot of details, so follow these instructions and it should be relatively pain-free. When you’re done, it's pretty anti-climactic actually, so make sure you have people to celebrate with you afterwards!

1. Make sure you have a zero balance with the University before you deposit.
2. Fill out/file online ALL necessary paperwork required for your deposit.  The instructions are detailed online as part of the dissertation manual: <http://www.upenn.edu/provost/dissertation_manual>
3. Make sure you have your signed title pages (from the Department Coordinator) to take to your deposit.
4. Follow the instructions as to filing one copy electronically online or bringing two print-outs of your dissertation to your deposit.

Those who complete their degree for August or December graduation are eligible to walk at the May graduation ceremony.