

# Jefferson College of Graduate Studies

## Ph.D. Degree Completion Checklist

The following items must be provided to the Dean's Office of the Jefferson College of Graduate Studies, Room M-63 Jefferson Alumni Hall, as part of the requirements for completion of the Ph.D. degree. Please note that until the final unbound **corrected** copy of the thesis has been approved by your Committee and submitted to the College, we cannot certify to the Registrar and potential employers that the doctoral degree requirements have been met. **All** of the requirements noted below must be completed by **April 1st** for the degree to be awarded at spring Commencement. Hence, students should plan well ahead for a thesis defense date that permits sufficient time for required corrections to the thesis to be made for submission of the final draft by April 1st.

- One unbound copy of the final corrected thesis, and a signed signature page as indicated below. This unbound copy will be submitted by JCGS to Proquest for digitization and archival purposes, and will also be used as the basis for JCGS to obtain two bound copies for the University's library collection.
- One copy of the final corrected thesis as a PDF file on disk. Please use embedded fonts when preparing the PDF file. See Proquest submission guidelines for additional details at <http://www.il.proquest.com/dissertationagree/>.
- Original signature pages to be included in the bound theses. Students should submit one original for use with the final submitted unbound thesis copy, along with additional signature pages corresponding to the number of personal thesis copies the student wishes to distribute to others. All signature pages submitted should *already* include the signatures of the student's research advisor, graduate program director, and chairperson of the research advisor's home department, and an additional line for the Dean's signature. The Dean will sign these pages, and all except one will be returned to the student for inclusion in any bound theses the student wishes to have made for personal distribution. One original signature page will be retained by the Dean's office for submission along with the unbound thesis (above).
- Completed Proquest Doctoral Dissertation Agreement Form.

The Proquest form and instructions for its completion may be accessed at: <http://www.il.proquest.com/dissertationagree/>. When prompted, enter:  
User name: dissertations Password: publish

- A check for \$100, payable to Thomas Jefferson University, to cover the cost of submission of the dissertation to Proquest and for the production of two hardbound copies required for the University archives.

Note: The \$100 fee covers Proquest Traditional Publication of the thesis and the production of two archival copies for the university. At the student's request to Proquest, and for additional fees payable by the student to Proquest, copyright service, open-access publishing, and additional copies of thesis for the student's own use may be purchased. Please see the above-referenced Proquest Doctoral Dissertation Agreement Form and the Proquest website for additional information.

- Completed Application for Degree and Contact Information Form. If you have not already completed and submitted this form, it is available at the Office of the Registrar.
- Completed Survey of Earned Doctorates (SED). This is completed online and may be accessed at: <http://survey.norc.uchicago.edu/doctorate> . Once you have completed the questionnaire via the Web, you will be given an opportunity to print a certificate to turn in to the university to indicate the SED was completed.
- Completed JCGS Graduation Survey. This survey may be downloaded from: <http://www.jefferson.edu/jcgs/policies/>

Note: additional items may be requested by the Office of Financial Aid, Office of the Registrar, or other university offices.

Revised: September 8, 2009