

Jefferson College of Life Sciences

Ph.D. Degree Completion Checklist

The following items must be provided to the Dean's Office of the Jefferson College of Life Sciences, 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 as spring Commencement. Hence, students should plan well ahead for a thesis defense date that permit sufficient time for required corrections to the thesis to be made for submission of the final draft by April 1st.

- Draft copy of the thesis as a PDF file on a flash drive or e-mail sent to Danielle Park at Danielle.Park@Jefferson.edu.
- Please use embedded fonts when preparing the PDF file. See ProQuest submission guidelines for additional details at https://secure.etdadmin.com/cgi-bin/etdadmin_login?form=etdadmin&request_uri=https%3A%2F%2Fsecure.etdadmin.com%2Fcgi-bin%2Fstudent%2Fstudentlist. Please use this site for information only at this point. Please make sure that your degree date is on the title page when you upload to ProQuest. You may be asked to establish an account in order to begin to access certain information. However, only upon completion of **ALL** requirements on this checklist, should you upload your thesis digitally. Uploading to this site is the **FINAL** step. If you have any questions regarding this site, please contact Danielle Park at Danielle.Park@jefferson.edu.
- Original signature page as record of acceptance of final corrected thesis, along with any additional signature pages corresponding to the number of personal thesis copies the student wished to distribute to others. All signature pages submitted should *already* include the signatures of the student's research advisor, graduate program director, 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 thesis' the student wishes to have made for personal distribution. One original signature page will be retained by the Dean's office.
- Completed Application for Degree and Contact Information Form. You will receive an email from the Registrar's office informing you when this application for degree will be accessible through the banner system. This email typically goes out in the fall.
- Completed Survey of Earned Doctorates (SED). This is completed online and may be accessed at: <https://sed-ncses.org>. 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.

Note: Additional items may be requested by the Office of Financial Air, office of the Registrar, or other university offices.