

PhD/Research Master's Graduation Checklist for Graduate Group Coordinators

Log into the [Degree Application](#) system weekly to check for students who have applied.

Please complete the following steps before the deposit appointment date to ensure a timely degree conferral.

Questions? Contact grad-degree@provost.upenn.edu

<input type="checkbox"/>	<p>Application:</p> <ul style="list-style-type: none"> ▪ Approve the candidate's degree application in the degree application portal ▪ Share the graduation calendar and dissertation manual with degree applicants
<input type="checkbox"/>	<p>Advisor in Touch Worksheet:</p> <ul style="list-style-type: none"> ▪ If the student has met all program degree requirements, fill in the coursework bubbles and the <i>Graduate Group Requirements Met</i> bubble in the Advisor in Touch worksheet ▪ The Provost's Office will complete the bubble for <i>University Requirements Met</i>. ▪ Change the worksheet status to official
<input type="checkbox"/>	<p>Bursar:</p> <ul style="list-style-type: none"> ▪ All candidates should have a zero (\$0) bursar balance and all holds removed from their accounts at the time of their dissertation deposit ▪ If the department will be responsible for any outstanding balance, please email grad-degree@provost.upenn.edu
<input type="checkbox"/>	<p>Dissertation Committee:</p> <ul style="list-style-type: none"> ▪ Check that all committee members are listed in the Acceptance of Dissertation Form in Penn Graduate Forms with their correct names and roles ▪ Confirm the committee meets the rules regarding PhD committee composition ▪ If any committee members have not completed the Acceptance of Dissertation Form, please follow up with committee members to collect all approvals
<input type="checkbox"/>	<p>Milestones: Make sure all required milestones have completion dates entered in SRS before the deposit appointment; see PhD and Research Master's requirements below.</p>
<input type="checkbox"/>	<p>PhD Student Penn Graduate Forms (BP Logix): Need help with Penn Graduate Forms? Check the FAQ here.</p> <p>The following forms are required for each PhD candidate's degree audit:</p> <ul style="list-style-type: none"> ▪ Qualification Evaluation ▪ Candidacy Examination ▪ Oral Exam (formerly Form 150) ▪ Acceptance of Dissertation (formerly Form 152) <p>Depending on Graduate Group requirements, the following forms may also be required:</p> <ul style="list-style-type: none"> ▪ Language Exams ▪ Teaching Requirement <p><i>NOTE: Certification of Dissertation (formerly Form 153) is no longer required</i></p>
<input type="checkbox"/>	<p>Research Master's Penn Graduate Forms (BP Logix):</p> <ul style="list-style-type: none"> ▪ Master's Final Exam (formerly Form 150) ▪ Research Requirement (formerly Form 151)
<input type="checkbox"/>	<p>SRS Entry Make sure these screens have been completed by your school registrar or graduate division:</p> <ul style="list-style-type: none"> • 144 must contain all required milestone pass dates • 146 must contain the approved committee members, their defense votes (Y), and the title of dissertation in title case