GRADUATE DEGREES
PHD & RESEARCH MASTERS

Graduate Group Coordinator Checklist

Please complete the following steps before the deposit appointment date to ensure a timely degree conferral. Questions? Contact grad-degree@provost.upenn.edu.

APPLICATION:
1. Share the graduation calendar and PhD Dissertation Formatting Guide with defending PhD students
2. Encourage students to apply to graduate through https://srfs.upenn.edu/student-records/GradApp
3. PhD students who are also receiving a master’s degree should complete the Add Masters for PhD Student Form
4. Review list of applicants and email grad-degree@provost.upenn.edu to remove candidates from the graduation list

ACADEMIC RECORD REVIEW:
5. Check the transcript for any missing grades or missing CUs
6. The DegreeWorks worksheet must be at 100% for the student to graduate; apply any exceptions needed

FINAL DEFENSE AND COMMITTEE:
7. Confirm the committee meets the rules regarding PhD committee composition
8. Check that the correct committee members are listed in the Dissertation Defense/Oral Exam Form
9. Make sure all committee members vote on the Dissertation Defense/Oral Exam Form

PHD STUDENTS
REQUIRED PENN GRADUATE FORMS
- Qualifications Evaluation
- Candidacy Examination
- Dissertation Defense/Oral Exam
- Final Graduate Group Requirements

Some programs also require:
- Language Exams
- Teaching Requirement

Note: Dissertation Deposit will be recorded by the Office of the Provost after successful deposit

RESEARCH MASTER’S
REQUIRED PENN GRADUATE FORMS
- Master’s Final Exam
- Research Requirement
- Final Graduate Group Requirements

Scan QR code for additional information

Degrees are posted to the transcript approximately six weeks or longer after the end of term. Diplomas are mailed 8-10 weeks after the end of term.

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