

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://sfs.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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