



## Thesis/Dissertation Page Substitution Request

### Instructions

Students and advisors should review thesis/dissertation content carefully before submission to avoid the need for changes after submission. On occasion, however, classified, proprietary, or confidential information is discovered after submission and must be removed or modified.

Use the following form to request permission to substitute pages in your thesis/dissertation for the purpose of removing such content.

All pages must follow the format specified in the [PhD Dissertation Formatting Guide](#).

### Procedure for submission and approval

1. **Author:**
  - a. Completes page substitution form (next page), including a list of page(s) to be substituted and reason(s) why
  - b. Signs the form electronically
  - c. Submits modified pages along with the form to the thesis/dissertation advisor (if still on the Penn faculty) and Graduate Group Chair
2. **Thesis/dissertation advisor (if still on the Penn faculty) and Graduate Group Chair:**
  - a. Provides approval by signing (electronically) the page substitution form
  - b. Sends form and modified page(s) to the Vice Provost for Education at [provost-ed@upenn.edu](mailto:provost-ed@upenn.edu)
3. **Vice Provost for Education:**
  - a. Reviews and approves by signing the form
  - b. Notifies author of final approval
  - c. Sends the approved modified thesis/dissertation to ProQuest and [ScholarlyCommons](#)
4. **Author:**
  - a. Completes additional steps required by ProQuest (see ProQuest's [Dissertation/Thesis Correction Policy](#))



Thesis/Dissertation Page Substitution Request Form

Author: \_\_\_\_\_

Graduate Group: \_\_\_\_\_

Degree(s): PhD, AM, or MS: \_\_\_\_\_ Graduation date (mm/yyyy): \_\_\_\_\_

Thesis/dissertation title: \_\_\_\_\_

Page(s) to be substituted (page number(s) and brief description of content):

[Empty box for page substitution details]

Reason for substitution:

[Empty box for reason for substitution]

Author: I request permission to substitute the page(s) listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thesis/Dissertation Advisor (only if still on the Penn faculty): I approve the substitution(s) listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Group Chair: I approve the substitution(s) listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice Provost for Education: I approve the substitution(s) listed above and direct ProQuest and ScholarlyCommons to substitute the original thesis/dissertation with this modified version.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_