

# Jefferson College of Life Sciences

## Ph.D. Degree Completion Checklist

**All** of the requirements noted below must be completed for the degree to be awarded and for Jefferson College of Life Sciences to be able to verify information to potential employers. The items below must be emailed to Danielle Park via [Danielle.Park@jefferson.edu](mailto:Danielle.Park@jefferson.edu), as part of the requirements for completion of the Ph.D. degree.

- Draft copy of the thesis as a PDF file e-mailed (please do not use DropBox) sent to Danielle Park at [Danielle.Park@Jefferson.edu](mailto:Danielle.Park@Jefferson.edu).
- Preparing your thesis: See ProQuest submission guidelines for additional details: (<https://about.proquest.com/globalassets/proquest/files/pdf-files/preparing-your-manuscript.pdf>)
  - Embed all fonts
  - Make sure there is no password protection on the PDF
  - Ensure that security settings allow printing
  - Format as individual, single pages
  - Your degree year should be on the title page
- Final Thesis Signature page is used as a record of acceptance of the student's final corrected thesis. This page includes 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 unsigned final thesis signature page goes into your thesis.
- Uploading your thesis: [https://www.etsadmin.com/login?request\\_uri=%2Fstudent%2Fmylist](https://www.etsadmin.com/login?request_uri=%2Fstudent%2Fmylist).
  - 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](mailto:Danielle.Park@jefferson.edu).
  - Talk with your PI before submitting your thesis and find out if they want a copy of your bound thesis. There is a fee for the bound copies.
- Completed Graduation Application for Degree. 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.
- Contact Form. This is sent to you prior to your defense from Danielle Park.
- 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, please send the certificate via e-mail to Danielle Park.

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