YALE UNIVERSITY

GRADUATE SCHOOL OF ARTS AND SCIENCES

Dissertation Submission Checklist

Contact

Yale University Registrar's Office
203.432.0461
dissertationreaders@yale.edu

Step 1: Review Dissertation Submission Policies

http://www.yale.edu/printer/bulletin/htmlfiles/grad/policies-and-regulations.html

Step 2: Review Dissertation Formatting Guide

http://gsas.yale.edu/sites/default/files/formatdissertation.pdf

Step 3: Confirm Deadline

Dissertations must be submitted to the Graduate School by the stated deadline in early October to be awarded a degree in December and in mid-March to be awarded a degree in May. Students are responsible for confirming specific deadlines stated in the Graduate School's academic calendar: http://gsas.yale.edu/academic-events.

Step 4: Notify Readers

At least four weeks in advance of the submission deadline, students must notify their departments of their intent to submit a dissertation so that the department may initiate the assignment of readers.

Step 5: Prepare Forms

These forms must accompany the dissertation manuscript in hard copy at the time of submission to the Registrar's Office:

☐ Dissertation Submission and Degree Petition Form (appended to this document)

☐ Survey of Earned Doctorates (https://sed.nces.org - select a survey based on the date of your degree)

☐ AAUDE Doctoral Survey Proof of Submission (see step 6 for instructions)

☐ GSAS Exit Survey Proof of Submission (see step 6 for instructions)

☐ UMI Publication Agreement (see step 7 for instructions)

Step 6: Complete the AAUDE Doctoral Survey and the GSAS Exit Survey (both online)

☐ Complete the AAUDE Doctoral Survey at http://bit.ly/1JaHSJX, using your NetID and CAS password. Please print out or save the "proof of completion" page to which you are redirected, and include it with your dissertation submission. If you unable to access the survey, contact lily.svensen@yale.edu.

☐ Complete the GSAS Exit Survey at https://yale-csm.symplicity.com/students. Your username is your Yale email. Print the confirmation to submit with your dissertation. You will have an opportunity to join the Yale Career Network, a Yale alumni networking database. If you have questions about this survey, contact careerstrategy@yale.edu.

Step 7: Complete UMI Publication Agreement

Access the UMI Publication Agreement online at www.proquest.com/products-services/dissertations/submitting-dissertation-proquest.html. Scroll to the bottom of the page and select ProQuest Dissertation Paper Submission Agreement. Review the entire agreement, but you are only required by GSAS to print and complete Section III (Author Options & Signature) and the "Dissertation Submission Form." The "Copyright Registration Form" is optional. Any forms you complete must accompany the dissertation manuscript in hard copy at the time of submission.

Based on the options you choose, your bursar account will be charged as follows. If you are no longer registered, payment may be made by check or money order payable to Yale University at the time of submission.

☐ $105 Binding, microfilm & "traditional publishing"

☐ $160 Binding, microfilm, "traditional publishing" & copyright registration

☐ $200 Binding, microfilm & "open access publishing"

☐ $255 Binding, microfilm, "open access publishing" & copyright registration

Step 8: Deliver Manuscript and Forms

Submit manuscript and forms to the Registrar's Office at 246 Church Street, 3rd Floor, on weekdays between 9 a.m. and 4 p.m., or send via courier to: Yale University, Registrar's Office, Attention: Dissertation Submission, 3rd Floor, 246 Church Street, New Haven, CT 06520. If a telephone contact is required, please use 203.432.0461.

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GRADUATE SCHOOL OF ARTS AND SCIENCES

Dissertation Submission and Degree Petition Form

For office use only:

Date: _____ Rec'd by: _____

Submitted: in person / by mail / by dept / other

___ unbound & ___ softbound copies (indicate #)

Student took softbound copies to readers: Yes / No

Fees paid: $105 $160 $200 $255

Bursar Acct _____ / Check _____

Problems: Yes / No

To be completed by the student:

Legal Name: _____ _____ _____ **SID**: _____
(Last) *(First)* *(Middle)* *(9 digits, starts with 9, see ID)*

Email: _____ **Phone**: (_____) _____-_____

Alternate Email: _____

Degree Conferral Term: ☐ Fall ☐ Spring **Year**: _____

Department(s): _____

Dissertation Advisor(s): _____
(If a committee advised your dissertation, list only the chairperson)

Dissertation Title: _____

_____

Diploma Name: _____
(Print your full name exactly as it should appear on your diploma. Clearly indicate any accent or other diacritical marks.)

Diploma Address. Please submit diploma address information at **www.yale.edu/sis**. This address will be used to mail your diploma if you do not participate in commencement and must be valid 6-8 weeks after commencement. Complete this section **ONLY** if you are not able to log into SIS.

_____
Street & Apartment/Building Number

_____
City , State, Zip Code

I hereby petition the Faculty of the Graduate School of Arts and Sciences for conferral of the Doctor of Philosophy (Ph.D.) degree.

Student Signature: _____ **Date**: _____

For office use only:

___ Petition
___ Notification of Readers Form
___ Doctoral Dissertation Publication Agreement
___ Survey of Earned Doctorates
___ Graduate School Exit Survey
___ AAUDE Survey

Please submit completed form with your dissertation