Step 1: Review Dissertation Submission Policies

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

Step 2: Review Dissertation Formatting Guide

http://www.yale.edu/graduateschool/academics/forms/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://www.yale.edu/graduateschool/academics

Step 4: Notify Readers

At least two 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

The following forms must accompany the dissertation manuscript in hard copy at the time of its submission to the Graduate School:

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

☐ Survey of Earned Doctorates (https://sed.norc.org/doctorate/)

Note: Select a survey from a list marked “questionnaires” based on the expected date of your degree.

☐ Graduate School Exit Survey (appended to this document)

Step 6: Complete ProQuest Publication Agreement

Access the ProQuest Publication Agreement online at www.il.proquest.com/dissertationagree Scroll to the bottom of the page and select 2013-2014 ProQuest Dissertation Paper Submission Agreement. Students are encouraged to review the entire agreement, but are only required by the Graduate School to print and complete Section III (“Author Options & Signature) and the “Dissertation Submission Form.” The “Copyright Registration” and “Copy Order” forms are optional. Any forms you complete must accompany the dissertation manuscript in hard copy at the time of submission.

Based on the options you indicate within the publication agreement, 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 and “traditional publishing”)

☐ $200 (Binding, microfilm and “open access publishing”)

☐ $160 (Binding, microfilm, “traditional publishing” and copyright registration)

☐ $255 (Binding, microfilm, “open access publishing” and copyright registration)

Step 7: Delivery of Manuscript and Forms

The manuscript, forms and publication agreement may be brought to the Graduate School’s Reception and Information Office (HGS 140) on weekdays between the hours of 9 a.m. and 4 p.m. or sent via courier to: Yale Graduate School of Arts and Sciences, Attention: Dissertation Submission, Room 140, 320 York Street, New Haven, CT 06520. If a telephone contact is required, please indicate 203.432.0461.
Address and Information Form

This area is for office use only Rec’d by ______
Date ______
Submitted in person / by Mail / Dept / Other ________
____ Unbound & _____ softbound copies (indicate #)
Student took softbound copies to readers Yes No (circle one)
Fees pd: $105 $160 $200 $255 Bursar Acc’t Check
Problems No Yes

Name: ____________________________
First ____________________________
Middle ____________________________
Last ____________________________

(As it appears on official Yale Records)

Student I.D # (SID): __________
(If you do not remember your SID # please enter your Date of Birth):

Date of Birth: __________ month / day / year

Phone Number ________
Yale E-mail address ________
Alternate E-mail address (if any) ________

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

Degree Conferral Term: ______ Fall ______ Spring ______ Year: _______

Department(s): ____________________________

Dissertation Advisor(s)
(NB: if a committee advised your dissertation, list only the chairperson here)

DIPLOMA NAME: Print your full name exactly as it should appear on your diploma (any accent or other diacritical marks should be clearly indicated):

NAME: ____________________________

DIPLOMA ADDRESS: Students enrolled in the same term that they intend to receive their doctoral degree must record a Diploma Address at http://www.yale.edu/sis. This diploma address must be valid until January 1st for fall term and June 15th for spring term degree petitioners. This diploma address will be used to inform you officially about degree conferral and commencement activities.

Please complete the section below ONLY if you cannot access your address information online.

Street ____________________________
Apartment/Building Number ________

City ____________________________
State ________ Zip ________

Signature: ____________________________

For Office Use Only:

_____ Petition
_____ Notification of Readers Form
_____ Doctoral Dissertation Publication Agreement
_____ Survey of Earned Doctorates
_____ Graduate School Exit Survey
<table>
<thead>
<tr>
<th>Name:</th>
<th>(first)</th>
<th>(middle)</th>
<th>(last)</th>
<th>Today’s Date (mm/dd/yy):</th>
<th>Ph.D. Expected:</th>
<th>Dec.</th>
<th>May 20___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yale ID Number:</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yale Department:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citizenship:</td>
<td>U.S. Citizen</td>
<td>U.S. Permanent Resident</td>
<td>Other (please specify):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethnicity (optional):</td>
<td>Asian</td>
<td>Black (Non-Hispanic)</td>
<td>Cuban-American</td>
<td>Native American/Alaska Native</td>
<td>Mexican-American/Chicano</td>
<td>Puerto Rican</td>
<td>White (Non-Hispanic)</td>
</tr>
<tr>
<td>Gender (optional):</td>
<td>Male</td>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Have you made **definite** employment arrangements for the **year following the receipt of your degree**?
   - No definite employment arrangements yet {if “No,” skip to 3}
   - Yes, I have made definite employment arrangements (includes postdoctoral associateship/fellowship)

2a. If “yes”, you have **definite** employment arrangements, please specify the type of employment below.
   - Postdoctoral research associateship/fellowship at
     - university or four-year college
     - professional school
     - government lab/agency
     - industry
     - other
   - Faculty appointment at
     - university or four-year college
     - professional school
     - other
     - Rank: assistant professor
     - associate professor
     - professor
     - adjunct/lecturer
     - Tenure Status: non-tenure track
     - tenure track
     - NA for my institution
   - Non-Faculty Academic appointment (this includes university administration and K-12 teaching)
     - university or four-year college
     - professional school
     - other
     - Your title: ________________________________ ____________________
   - Nonacademic employment at
     - nonprofit organization
     - industry/business
     - government
     - self-employed
     - other
     - Your title:  _______________________________________ ______________________

2b. Please provide the name of your employer (e.g., Yale University). ____________ __________________________________

2c. Is your employment in the field of your expected Yale Ph.D.?    Yes  No

3a. If you **do not** have definite employment arrangements for the next year, are you currently seeking employment?
   - No
   - Yes (please specify type of employment you seek by marking all that apply)
     - Academic employment (includes postdoctoral associateship/fellowship)
     - Nonacademic employment

3b. Will you continue your education next year in a full-time degree program?    Yes  No
   - If yes, are you enrolled in: Law School
     - Medical School
     - Business School
     - Other ______________________
     - Name of School or degree program: _________________ ____________________________

4. How helpful to your job search and career planning were the services/resources of the Office of Graduate Career Services?
   - very helpful
   - somewhat helpful
   - not helpful
   - didn’t use

5. How helpful to your job search were the Yale faculty.
   - very helpful
   - somewhat helpful
   - not helpful
   - didn’t use

6. Were Yale’s international and foreign language resources of value in your academic work and employment efforts?    Yes  No
   - If Yes, what were the most important one(s)?  ___________________________________________________________

7. Do you expect to use one or more foreign languages in your future career?    Yes  No
   - If Yes, what language(s)?

---

If you have additional comments about Graduate Career Services or about this survey, please use the back of this page. Thank you for completing the survey. Please return it to HGS 140.