# Yale University

## Graduate School of Arts and Sciences

## Dissertation Submission Checklist

**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://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 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**

These forms must accompany the dissertation manuscript in hard copy at the time of 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.
- [ ] AAUDE Doctoral Survey Proof of Submission (see Step 6 for instructions)
- [ ] GSAS Exit Survey Proof of Submission (See Step 6 for instructions)

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

Take the AAUDE Doctoral Survey at http://bit.ly/1JaHSIX. You will be asked to enter your netid and CAS password. Once you have completed the survey and pressed “Submit”, you will receive an email with subject “PhD Exit Survey Submitted”. Print it out and include with your dissertation submission. If you do not receive the email, contact cynthia.langin@yale.edu.

Take the GSAS Exit Survey at https://yale-csm.symplicity.com/students. Your username is your Yale email. If you do not recall your password you can use the ‘forgot password’ button. After you submit the survey, print the confirmation page and submit it with your dissertation. As part of this survey, you will have an opportunity to join the Yale Career Network, a Yale exclusive alumni networking database. If you have any questions about this survey, please 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. Students should review the entire agreement, but are only required by GSAS to print and complete Section II-B (“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 and “traditional publishing”)  
- [ ] $160 (Binding, microfilm, “traditional publishing” and copyright registration)
- [ ] $200 (Binding, microfilm and “open access publishing”)  
- [ ] $255 (Binding, microfilm, “open access publishing” and copyright registration)

**Step 8: Delivery of Manuscript and Forms**

The manuscript, forms and publication agreement may be brought to the Registrar's Office at 246 Church Street, room 317 on weekdays between the hours of 9 a.m. and 4 p.m. or sent via courier to: Yale University, Registrar's Office, Attention: Dissertation Submission, Room 317, 246 Church Street, New Haven, CT 06511. If a telephone contact is required, please indicate 203.432.0461.
Name: ____________________________________________
First ____________________ Middle ____________________ Last ____________________
(As it appears on official Yale Records)

Student I.D # (SID): ____________ Date of Birth: _________________
(If you do not remember your SID # please enter your 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
_____ AAUDE Survey

YALE GRADUATE SCHOOL
Dissertation Submission and Degree Petition
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 Yes No

updated 9/10/15