

BRYN MAWR COLLEGE  
GRADUATE SCHOOL OF ARTS AND SCIENCES  
Ph.D. Completion Checklist

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- ✓ Ph.D. Supervising Committee chair must return student's candidacy form after defense of dissertation with two sets of Committee members' signatures, attesting that both dissertation and final oral examination are "Satisfactory".
  
- ✓ Submit BMC archival copy of final version of dissertation as a PDF on a CD. (No flashdrives will be accepted.) Dissertation must include all illustrative material. CD must be labeled and submitted in a protective sleeve or case.
  
- ✓ Create ProQuest online account and complete all required questions/fields. Upload dissertation to the ProQuest website. All illustrative material that does not include permission to reproduce copyrighted material must be removed from dissertation prior to uploading. Any permissions to reproduce copyrighted materials that have been secured must be included as an appendix. Go to <http://dissertations.umi.com/brynmawr/> to start the submission.
  
- ✓ Complete Survey of Earned Doctorates  
<https://sed.norc.org/survey>
  
- ✓ Submit signed Certification of Final Version of Dissertation  
<http://www.brynmawr.edu/gsas/documents/CertificationofFinalVersionofDissertation.pdf>
  
- ✓ Complete and submit Post-doctoral Employment Information form  
<http://www.brynmawr.edu/gsas/documents/Post-DoctoralEmploymentForm.pdf>
  
- ✓ Collect any dissertation draft copies that were submitted to the GSAS Office by Ph.D. Supervising Committee members after the defense of dissertation
  
- ✓ Collect TA evaluations (if any) form GSAS Office