

BRYN MAWR COLLEGE
Graduate School of Arts and Sciences
(Updated April 2022)

Ph.D. Completion Checklist

- ✓ Dissertations prepared at Bryn Mawr must be deposited into the College's open access repository, and the entire dissertation (including text, images, appendices) will be freely and openly available to the public, subject to a requested delay of access ("embargo") of up to two years. This checklist will be updated soon with more information.
- ✓ 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 to LITS at repository@brynmawr.edu with the GSAS Office (gsas@brynmwr.edu) cc'ed for inclusion in the College's open access repository. The dissertation must include all illustrative material. Please use the following naming convention for the PDF file: MonthYear_LastName,FirstName_Department. Include in your email whether you are requesting that the dissertation be made openly accessible immediately or with a one-year or a two-year embargo. If you choose to embargo your dissertation, indicate whether you will allow individual non-Bryn Mawr researchers to gain access to your dissertation upon request to LITS.
- ✓ 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 <https://www.etsdadmin.com/main/home> to start the submission.
- ✓ Complete Survey of Earned Doctorates
<https://sedsurvey.org/DoctoralGraduates/CurrentQuestionnaire>
- ✓ Submit signed Certification of Final Version of Dissertation
(a copy of which can be found on page two of this checklist)
- ✓ Complete and submit Post-doctoral Employment Information form
<https://www.brynmawr.edu/gsas/after-bryn-mawr/phd-outcomes>
- ✓ 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

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GRADUATE SCHOOL OF ARTS AND SCIENCES

Certification of Final Version of Dissertation

Dissertation Title:

I attest that the text of this electronic document is the final version of my dissertation, incorporating all corrections and other emendations requested by my Ph.D. Supervising Committee during or before the Final Oral Examination.

Signature of Author: _____

Date: _____

I confirm that this electronic document is the final version as described above.

Signature of Dissertation director: _____

Date: _____