



Yale University
Graduate School of Arts and Sciences
Dissertation Submission Checklist

Contact

Graduate School Information 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#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 ([http://www.norc.org/Research/Projects/Pages/survey-of-earned-doctorates-\(sed\).aspx](http://www.norc.org/Research/Projects/Pages/survey-of-earned-doctorates-(sed).aspx))
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 UMI Publication Agreement

Access the UMI Publication Agreement online at www.il.proquest.com/dissertationagree by entering the user name "dissertations" and the password "publish." 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 not longer registered, payment may be made by check or money order payable to *Yale University* at the time of submission.

- | | |
|--|--|
| <input type="checkbox"/> \$105 (Binding, microfilm and "traditional publishing") | <input type="checkbox"/> \$160 (Binding, microfilm, "traditional publishing" and copyright registration) |
| <input type="checkbox"/> \$200 (Binding, microfilm and "open access publishing") | <input type="checkbox"/> \$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.



**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 (<i>indicate #</i>)		
Student took softbound copies to readers Yes No (<i>circle one</i>)		
Fees pd:	Bursar Acc't	Check
Problems	No	Yes

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

Please check the boxes (☐) to the left of the applicable items and fill in the appropriate blanks.

Name: _____ <small>(first) (middle) (last)</small>	Today's Date (mm/dd/yy): __ / __ / __
Yale ID Number: _____	Ph.D. Expected: ☐Dec. ☐May. 20__
Email Address: _____	Year Entered Yale Graduate School: _____
Yale Department: _____	Division: ☐Natural Sciences ☐Social Sciences ☐Humanities
Citizenship: ☐U.S. Citizen ☐U.S. Permanent Resident ☐Other (please specify): _____	
Ethnicity (optional): ☐Asian ☐Black (Non-Hispanic) ☐Cuban-American ☐Native American/Alaska Native ☐Mexican-American/Chicano ☐Puerto Rican ☐White (Non-Hispanic) ☐Other Hispanic/Latino ☐Prefer not to respond ☐Other _____	Gender (optional): ☐Male ☐Female

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
- Nonacademic employment (includes **academic administration**) at
 - nonprofit organization industry/business government academic institution
 - 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

3. If you **do not** currently have definite employment arrangements for the year following the receipt of your degree, are you seeking employment at this time?

- No Yes (please specify type of employment you seek by marking **all that apply**)
- Academic employment (includes postdoctoral associateship/fellowship) Nonacademic employment

4. How helpful to your job search and career planning were the services/resources of the Office of Graduate Career Services.

<input type="checkbox"/> very helpful	<input type="checkbox"/> somewhat helpful	<input type="checkbox"/> not helpful	<input type="checkbox"/> didn't use
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5. How helpful to your job search were the Yale faculty.

<input type="checkbox"/> very helpful	<input type="checkbox"/> somewhat helpful	<input type="checkbox"/> not helpful	<input type="checkbox"/> didn't use
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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) _____

8. If you have any 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 the Graduate School Student Information Office, HGS 140, with your dissertation packet.