

Brandeis University
Graduate School of Arts and Sciences

2011-2012 Academic Year

Congratulations on reaching the final steps leading to your Ph.D. I'm writing to let you know that one of my responsibilities is to accept your dissertation on behalf of GSAS. In that capacity, I am available to assist you in the completion process and answer your questions about electronic deposit. I will also be your source for information about participation in May Commencement. If you have any dissertation or commencement questions, contact Meg Peck: mcpeck@brandeis.edu or 781-736-3413.

- If you did not include a mailing address on your DEC form, send this information to GSAS before you deposit your dissertation. The address you provide will be used to send out your soft-bound dissertation copy (approximately four months after your degree has been conferred). If you move and don't update your address, your bound dissertation will never reach you.

The Day of Your Defense:

- Print out and BRING the *PhD Dissertation Defense Form*, available off the Registrar's website at: www.brandeis.edu/registrar/forms/docs/forms/graduate/Report.pdf -- turn in to Registrar
- If revisions are required, print out form on Registrar's site at: http://www.brandeis.edu/registrar/forms/docs/forms/graduate/PHD_REVISIONS.pdf turn in to Registrar
- Create a Signature Page and bring to defense. Your committee must sign this. Bring signed version to GSAS; Dean of Arts & Sciences' signature will be obtained by GSAS. Completed Signature Page will be on file at GSAS. Template is available at: <http://www.brandeis.edu/gsas/completing/templates.pdf>

Getting Your Dissertation Ready for Publication:

- Everything you need to know about **GSAS publishing** format, templates, pagination, etc. is available in the GSAS publication guide. You can access this information at: <http://www.brandeis.edu/gsas/completing/dissertation-guidelines.pdf>
- Everything you need to know about the **UMI publishing** of your dissertation is available in the UMI guide. You can access it on line at: <http://www.etdadmin.com/cgi-bin/school?siteId=9>

Publishing Options:

- ProQuest/UMI offers two publishing options, *Open Access (OA)* or *Traditional Access (TR)*. **GSAS strongly recommends that you choose 'Traditional Access' publishing** (selecting optional restrictions if needed or as recommended by your dissertation advisor). PLEASE read about each option in the ProQuest-UMI Publishing Guide. Author will be

responsible for additional fee associated with *Open Access* publishing. GSAS has in the past, and will continue to pay the cost of **Traditional Access** publishing which is currently \$65. If **Open Access** is preferred and selected by author, the author will be responsible to pay to Brandeis University \$95 to supplement the cost difference.

Before Your Degree Can Be Awarded:

- If you used Brandeis funds or federal funds to pay for your education, you must make an appointment for an exit counseling session with Steve Doona from the Office of Financial Services, 781-736-4451.

Requested Surveys for GSAS: (1) Survey of Earned Doctorates and (2) GSAS Exit Survey:

- Both surveys may be completed at any time following the submission of your DEC form. To access these surveys, go to:

- (1) The *Survey of Earned Doctorates* (SED) is a hard copy survey, which is turned in to the GSAS Office. You can also fax or scan me a copy of the completed survey. You can obtain a copy here:

<http://www.norc.org/PDFs/SED-Findings/sed1112.pdf>

- (2) The GSAS Exit Survey is completed on line. This is an anonymous survey; please send me an email letting me know that you have completed it on line. You can access the '11-'12 Exit Survey by going to

<http://www.surveymonkey.com/s/DLGJKTJ>