



Office of the Registrar

Registrar@saybrook.edu

The following tasks must all be completed prior to having your PhD degree officially conferred:

1. **IRB Approval** – Submit a copy of your IRB approval letter for your doctoral research to the Office of the Registrar (registrar@saybrook.edu).
2. **Petition to Graduate** – A completed *Petition to Graduate* form must be submitted to the Office of the Registrar by the end of the Fall or Spring semester prior to your intended graduation term.
3. **Committee Approval** - Your committee must approve your completed Dissertation, including your Abstract, and you must successfully pass your dissertation orals.
4. **Proofreading/Editing** - You will need to contact the Center for Writing and Dissertation Excellence to finalize the formatting of your Dissertation and Abstract. They can be reached at: sbwritingcenter@saybrook.edu. The Center will send the approved dissertation and abstract directly to the Office of the Registrar.
5. **Abstract Approval** – The Office of the Registrar will provide the Dissertation Chair with a copy of the editor-approved dissertation and abstract for a final review. Upon completion, the Chair will provide the Office of the Registrar and Department of Research with a) a copy of the approved Dissertation b) a copy of the approved Abstract c) a completed Abstract Review Checklist
6. **Publishing** - You will need to publish your Dissertation with ProQuest. You may access ProQuest and begin this process here: <http://www.etsdadmin.com/cgi-bin/home>. You can upload a draft version of your dissertation to complete this step; we will update your submission later with the finalized, proofread document we receive from your editor.
7. **Fiscal Clearance** – To get this step checked off, you will need to contact student accounts by calling 1-888-253-5100 or by emailing studentaccounts@saybrook.edu. Please make sure you mention that you are calling to pay your graduation fee. Your diploma will not be released if you have an outstanding account balance.
8. **Library Clearance** – If you have any books or articles out on loan from our library, please return them at your earliest convenience. Your diploma will not be released until all items are returned.
9. **Confirm Name and Address** – You will need to submit a *Diploma Name and Address Confirmation* form in order to verify your diploma name and mailing address.

Degrees are conferred three times per year, once in January, June and August. Please refer to the Saybrook University Academic Calendar to determine deadline dates for inclusion in upcoming degree conferrals. Saybrook University has one Commencement Ceremony per year, held at the beginning of the Fall Residential Conference.

If you have any questions about this process, please send us an email at registrar@saybrook.edu. We will be sure to respond to all inquiries as soon as possible.