

Dissertation Submission Frequently Asked Questions:

1. Where can I find information regarding submitting my dissertation?

Go to: <https://registrar.yale.edu/students/dissertation-submission>

2. What are the deadlines for submitting the dissertation?

May Degree Deadlines:

March 15, 5:00 pm Upload Dissertation **do not wait until the last minute.** If you have technical difficulties and cannot submit, you will not be eligible for the May degree.

April 15 – deadline for readers to submit their review

April 18 - deadline to withdraw your dissertation

April 29, 5:00 pm - deadline for any changes to the dissertation to be uploaded. Changes require approval in the form of an email from your DGS or Adviser to Barbara.withington@yale.edu. Once received, Barbara will unlock your dissertation so you can upload your revised dissertation.

December Degree Deadlines:

October 1, 5:00 pm Upload Dissertation **do not wait until the last minute.** If you have technical difficulties and cannot submit, you will not be eligible for the May degree.

October 31 – deadline for readers to submit their review

Nov. 8 - deadline to withdraw your dissertation

Nov. 14, 5:00 pm - deadline for any changes to the dissertation to be uploaded. Changes require approval in the form of an email from your DGS or Adviser to Barbara.withington@yale.edu. Once received, Barbara will unlock your dissertation so you can upload your revised dissertation.

3. Can we fill out the Surveys on the Degree Petition and Dissertation Submission page before we upload our dissertation?

Yes, we suggest you complete all the required surveys as soon as possible. Failure to complete the surveys will result in the inability to upload your dissertation.

4. What if I submit my dissertation before the current term's course registration add/drop period?

Students who submit their dissertations before the end of the add/drop course enrollment period (see the academic calendar) are NOT eligible to register as students for the remainder of that term. Students who wish to remain registered until the end of a given semester must submit their dissertations AFTER add/drop closes in order to remain registered for that semester.

5. How do I request an Embargo?

ProQuest: You can request an Embargo through ProQuest ETD Agreement form for 6 months to 2 years. If you need additional time you can select "Other" and enter the number of years or Indefinite. **Your title and abstract page will still be available on ProQuest website.**

Yale Manuscripts and Archives: The ProQuest embargo does not apply to Yale Library. To restrict your dissertation from being viewed by Yale community, you will need to reach out to the Dean (gsasadministrativedean@yale.edu) when you submit your dissertation to request an exception.

6. Can I complete my own Notification of Readers (NOR) form?

You will only have the option of completing the NOR if your department has opted to allow students to create the NOR.

7. Is there a limit to the size of the dissertation file?

There is no limit to the size of your dissertation. However, files greater than 100 MB must be compressed prior to uploading.

8. When can I view my reader's reports? How long will they be available?

Once all your reader reports are submitted you will be able to view their responses. The reader reports will be available for you to read on the DPRS system until the date you graduate. Check the academic calendar for date.

9. Is there a template/latex to use for formatting the dissertation?

Students have kindly shared “unofficial” templates for formatting the dissertation. Please double-check your dissertation before submitting.

<https://github.com/crharshaw/yale-dissertation-template>

<https://www.overleaf.com/latex/templates/yale-sample-thesis-template/wpszqbqhgnc>

10. Where can I find help writing my dissertation?

The Poorvu Center’s Graduate Writing Lab can provide information and assistance as you write your dissertation. To access their site go to:

<https://poorvucenter.yale.edu/writing/graduate/writing-through-graduate-school/dissertation-writing>

11. Who should I can talk if I have questions about copyright?

Sandra Enimil copyright.librarian@yale.edu

Copyright Basics Guide <https://guides.library.yale.edu/copyright-guidance>