

IMPORTANT INFORMATION

REQUIRED GRADUATION MATERIALS

Dietrich Graduate School Checklist for PhD Applicants

**REQUIRED MATERIALS MUST BE TURNED IN TO 5141 SENNOTT SQUARE BY
DECEMBER 8, 2017 AT 12 NOON**

Students, please make sure you are submitting ALL required documents correctly and in the proper format.

PhD APPLICANTS:

- ETD approval form (double sided) with **original signatures of all** committee members. **If you have co-chairs – they must both sign in all the places for the chair**
 - **ELECTRONIC SIGNATURES ARE NOT ALLOWED**
- Uploaded file to ETD submission page:
 - Instructions for ETDs can be found at the following website: <http://www.pitt.edu/~graduate/etd/>
 - at a minimum there must be bookmarks for the following pages in the following order:
 - a. title page
 - b. abstract
 - c. table of contents
 - d. list of tables (if there are tables)
 - e. list of figures (if there are figures)
 - f. list of schemes (if there are schemes)
 - g. list of equations (if there are equations)
 - h. each chapter
 - i. each appendix
 - j. bibliography
 - E-mail Philippa Carter after upload is complete at pkc3@pitt.edu – **YOU MAY UPLOAD A DRAFT OF YOUR ETD AT ANY TIME**
- **3** copies of abstract:
 - abstract must be double spaced (**350 word limit – NO EXCEPTIONS**)
*if the abstract is more than one page, it **CANNOT** be double sided
 - top of the page must be as follows
Title
Student Name, PhD
University of Pittsburgh, 2xxx (see template)
 - <http://www.pitt.edu/~graduate/etd/formatguidelineshtml.html#x1-30000> (template)
 - **Advisor’s complete name must be TYPED IN THE UPPER RIGHT HAND CORNER– if there are co-chairs both names must be typed**
 - **Advisor MUST SIGN THEIR INITIALS next to their name on ALL copies– if there are co-chairs they must both initial the abstracts – initials must be original from the chair(s) and not faxed or copies**
- **2** copies of the title page.

TURN OVER – CONTINUED ON OTHER SIDE – TURN OVER

- Dietrich A&S Survey
The Dietrich A&S Survey is submitted online. Please go to the following link: <http://tinyurl.com/DEC2181>. The survey should take about 5 minutes and must be completed at one time. You cannot save and go back. Once you have completed the survey, please print the certification screen at the conclusion. You will need to write your name in the upper right hand corner and submit it to the Graduate Studies Office with the rest of your ETD materials.

- Survey of Earned Doctorate.
The Survey of Earned Doctorate is submitted online. Please go to the following link: <https://sed.norc.org/survey>. At the survey registration website, you will be asked to provide your name, institution state (PA), institution name (Univ. of Pittsburgh), school/college (Graduate School), graduation month (December), graduation year (2017), and an e-mail address, then you will go directly to the survey. An e-mail with the URL of the online survey, plus a PIN and password will be sent to you in case you suspend the survey and need to go back in at a later time. When you are ready to submit the survey, you can provide a 2nd e-mail address for notification. Include Philippa Carter (pkc3@pitt.edu) so that she will be sent an e-mail notification once the survey has been submitted.

- ProQuest Publishing Agreement:
 - In booklet ‘2015-2016 ProQuest Publishing Agreement’ (Pages 4-5)
 - **IF YOU HAVE QUESTIONS ABOUT WHICH ACCESS YOU SHOULD USE PLEASE CONSULT WITH YOUR COMMITTEE CHAIR**
 - **if you choose traditional publishing – you do not pay the \$65 fee – that is included in the \$85.00 that is paid to the Registrar’s office**
 - there is a \$55 charge to authorize your claim to copyright (page 6) **OPTIONAL FEE– (must be in the form of a money order or certified check made payable to PROQUEST)**
 - there is an additional \$95 fee if you wish to have Open Access – **OPTIONAL FEE – (must be in the form of a money order or certified check made payable to PROQUEST)**

- Receipt for ETD processing:
 - Pay \$85.00 in the Student Payment Center in G-7 Thackeray Hall (Monday - Thursday 8:30-4:45 and Friday 9:30-4:45).
 - When you pay in person, you may pay by check, cash, or money order. After hours you can drop check payments only in the depository located outside the Student Payment Center on the Ground Floor of Thackeray Hall. (Please do not put cash in the depository). There is no additional payment associated with paying by check, cash, or money order.
 - Please note: if you wish to pay by credit/debit card, you will need to notify the Student Payment Center that you wish to pay with a card. Once you have done so, they will access the fee to your account. You will be directed to our computer kiosk in the back of the Student Payment Center to make your credit card payment. We don’t take cards at the front counter. You can get the appropriate receipts from a staff member at the front desk of the Student Payment Center once you are done. Paying with a credit/debit card carries the additional cost of a non-refundable service fee of 2.75% of the amount of your payment. ***Debit and credit card payments can only be made online in PittPAY***; they are not accepted in the Student Payment Center.
 - If you are not local, you can call the Student Payment Center at 412-624-7520 and ask them to assess the fee. You can then pay it either on-line or over the phone. If paying over the phone, you can pay with an eCheck (electronic check) at no additional cost. If paying online, you may use an eCheck at no additional cost or a credit/debit card, which carries the additional cost of a non-refundable service fee of 2.75% of the amount of your payment. Send me an e-mail at pkc3@pitt.edu if this is the option you choose and I can print out a receipt.