

NAME: \_\_\_\_\_

GRADUATION TERM: \_\_\_\_\_ COMMITTEE CHAIR: \_\_\_\_\_

# MASTERS' THESIS PUBLICATION\* CHECKLIST

\*Publication is ONLY required if your thesis credits are required for graduation

## BEFORE your defense, plan ahead:

- APPLY** for graduation.
- SET THE DATE** for your defense with the help of your department's graduation specialist. Allow adequate time between your defense date & the ETD-related deadline to complete all necessary corrections to your thesis & to gather/submit all Electronic Theses & Dissertations (ETD)-related paperwork.
- REQUEST COPYRIGHT APPROVAL** if you've included copyrighted materials in your thesis.
- PRINT** the ETD Approval Form & bring this to your defense for dissertation committee signatures.

## AFTER your defense, gather paperwork and submit a finalized ETD:

All printed materials must be single-sided on 8.5x11" sheets of paper. Do not staple any materials.

- ETD APPROVAL FORM**. It must be completed & signed as follows:
  - Page 1 - Complete requested information & obtain signatures of dissertation committee
  - Page 2, Part A - Sign
  - Page 2, Part B - Choose an access option, sign & obtain dissertation director's signature
- RECEIPT** for the thesis processing fee. Pay at the Student Payment Center (G7 Thackeray Hall).
- COPYRIGHT APPROVAL LETTER(S)**, 2 copies per letter (if applicable). Such letters should state that UMI may supply copies on demand.
- FINALIZED TITLE PAGE**, One (1) copy.
- FINALIZED ABSTRACT (350 word maximum)**, Two (2) copies.
  - Committee chair must initial in the upper right-hand corner of each copy
- UPLOAD** your ETD to D-Scholarship for formatting review.
  - Respond to and correct formatting revisions sent to you by the ETD Coordinator.

**If any checklist items are incomplete at noon on the day of the deadline,  
your GRADUATION WILL BE DEFERRED to the following term.**

# Paperwork & Forms

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## **DEADLINES & GRADUATION APPLICATION:**

<https://pitt.sharepoint.com/sites/SIS/SitePages/academics/Graduation%20Procedures.aspx>

**ETD Approval Form:** <https://pitt.sharepoint.com/sites/SIS/Shared%20Documents/School%20procedures/graduation/ETDApproval.pdf>

**ProQuest UMI Publishing Agreement:** [http://media2.proquest.com/documents/umi\\_agreement\\_papersub.pdf](http://media2.proquest.com/documents/umi_agreement_papersub.pdf)

**Survey of Earned Doctorates:** <https://sed.norc.org/doctorate/showRegister.do>

**Who collects my paperwork?** Brandi Belleau, [bml19@pitt.edu](mailto:bml19@pitt.edu)

## Related Links & Additional Information

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**University thesis processing fee:** <http://www.payments.pitt.edu/tuitandfees.html>

**Style/templates, sample ETD, and general instructions:** <http://www.pitt.edu/~graduate/etd/index.html>

**ETD training workshops:** <http://www.pitt.edu/~graduate/etd/training.html>

**Instructions for uploading your ETD:** <http://www.pitt.edu/~graduate/etd/instructions.html#submitting>

**Copyright & example permission letters:** <http://www.pitt.edu/~graduate/etd/copyright.html>

**Purpose & use of the SED Survey:** [http://www.pitt.edu/~graduate/etd/pdf/SED\\_Purpose\\_Use.pdf](http://www.pitt.edu/~graduate/etd/pdf/SED_Purpose_Use.pdf)

**ETDs and patents:** [http://www.pitt.edu/~graduate/etd/pdf/ETD\\_Patent\\_Form.pdf](http://www.pitt.edu/~graduate/etd/pdf/ETD_Patent_Form.pdf)

**Author ownership of dissertation:** <http://www.cfo.pitt.edu/policies/documents/policy11-02-02.pdf>