

NAME: _____

GRADUATION TERM: _____ COMMITTEE CHAIR: _____

PhD GRADUATION CHECKLIST

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 dissertation & to gather/submit all Electronic Theses & Dissertations (ETD)-related paperwork.
- REQUEST COPYRIGHT APPROVAL** if you've included copyrighted materials in your dissertation.
- 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:
 - o Page 1 - Complete requested information & obtain signatures of dissertation committee and chair
 - o Page 2, Parts A thru D - Select an access option, sign parts A & D, obtain dissertation director's signature
- RECEIPT** for the dissertation processing fee. Pay at the Student Payment Center (G7 Thackeray Hall). Payment covers the cost of ProQuest UMI's traditional publishing fee (\$65) as well as the University's thesis processing fee.
- COPYRIGHT APPROVAL LETTER(S)**, 2 copies per letter (if applicable).
- PROQUEST UMI DISSERTATION PUBLISHING AGREEMENT**.
 - o Page 4 & 5 (required) - Signed & completed
 - o Page 6 (optional) - Claim to Copyright, accepted forms of payment: attach a cashier's check, certified check, or money order for the correct amount made payable to UMI ProQuest
- SURVEY OF EARNED DOCTORATES (SED)** certificate of completion submitted via paper copy or email
- FINALIZED TITLE PAGE**, Two (2) copies.
- FINALIZED ABSTRACT (350 word maximum)**, Three (3) copies.
 - o Committee chair must initial in the upper right-hand corner of each copy
- UPLOAD** your final ETD to D-Scholarship for formatting review.

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

DEADLINES & GRADUATION APPLICATION: <http://www.sci.pitt.edu/current-students/graduation/graduation-procedures/>

ETD Approval Form: http://www.pitt.edu/~graduate/etd/pdf/ETD_Approval_Form.pdf

ProQuest UMI Publishing Agreement: http://media2.proquest.com/documents/umi_agreement_papersub.pdf

Survey of Earned Doctorates: <https://sed-ncses.org>

Who collects my paperwork? Brandi Belleau, bml19@pitt.edu

Related Links & Additional Information

University thesis processing fee: <https://payments.pitt.edu/tuition-rates-fees/>

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

ETDs and patents: 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>