

School of Education

Doctoral Graduation Checklist

Name _____ PS _____

Department _____ Degree _____

- Review Plan of Studies with advisor to be sure that it is current, and all courses listed on POS were taken. Revise POS with advisor if needed. If needed, submit up-to-date, signed POS to 5501 WWPH.
- Send ETD in MS Word file to lluce@pitt.edu, by deadline, for review. Once approved, convert to PDF and send again for final review.
- After final approval of PDF file, upload to d-scholarship.

Submit the following to Lindsay Luce, 5501 WWPH:

- ETD approval form (both pages) with signature of all committee members
- 3 copies of abstract
 - *Double spaced, one-sided
 - * Initialed by advisor in top right corner (if chair and co-chair, both must sign)
- 3 copies of title page
- Completed Survey of Earned Doctorates (PhD only)
- Proquest (UMI) Dissertation Agreement form
 - *Pages 4 and 5 required; pages 6 and 7 optional
 - *If choosing Traditional publishing, cost is included in \$85.00 Dissertation Processing Fee paid at Student Payment Center
 - * If choosing Open Access Publishing or US Copyright, must include Money Order to Proquest LLC with your forms
 - * Extra copies of Dissertation may be purchased with a credit card
- Receipt for \$85.00 Dissertation Processing Fee
 - *Paid in the Student Payment Center (G-7 Thackeray Hall)