

# SCHOOL OF EDUCATION

## Doctoral Applicants

### DECEMBER (2171) GRADUATION DEADLINES AND REQUIREMENTS

*You are responsible for reading the following information regarding graduation. Not following the requirements listed below could jeopardize your graduation.*

- I. **Application for Graduation:** Any student who plans to complete a degree or certification program in the Fall Term must submit an application for graduation to Shelly Kinsel (5500 Posvar Hall) by **Wednesday, September 7, 2016.**  
  
\*Students who applied for graduation in a prior term and *did not graduate* **must reapply** for the current term. Only the student's legal name may be used on the application.
- II. **Registration Requirements:** Students must be registered for a minimum of one credit or, if needed, full-time dissertation study (FTDG) in the term in which they plan to graduate.
- III. **Incomplete Grades:** All I and G grades in required courses must be changed before the degree can be posted. Students are responsible for contacting their instructor to request that they submit a change of grade form to 5500 Posvar Hall.
- IV. **The Following Requirements Must be Completed:**
  1. Passed preliminary examination
  2. Passed comprehensive examination
  3. Approval of Research by the Institutional Review Board (IRB)
  4. Admitted to Candidacy
  5. Passed oral defense
  6. Had dissertation approved by doctoral committee
  7. Completed at least 72 course credits and 18 research credits (90 total)
- V. **Defense Deadline:** Final date to defend dissertation is **Friday, December 2, 2016.**
- VI. **Candidates for the EdD & PhD degree:** All candidates for the EdD & PhD degree must submit the following to Monique Eguavoen (5504 Posvar) by **Friday, December 7, 2016.**
  1. ETD approval form signed by all committee members (original signatures).
  2. ETD file in Word Document form emailed to Monique at [meguavoen@pitt.edu](mailto:meguavoen@pitt.edu). **Your ETD will be carefully reviewed to ensure it adheres to University formatting requirements, and Monique will contact you regarding any revisions needed.** Once your word document is approved, you are required to upload your ETD file in PDF form to <http://d-scholarship.pitt.edu/>.
  3. Three copies of the abstract initialed in top right corner by advisor (secure signature **after** formatting review). Abstract must be double-spaced.
  4. Three copies of the title page.
  5. Either a. email confirmation or b. certificate of completion after completing Survey of Earned Doctorates online at <https://sed.norc.org/survey> (PhD only)
  6. Completed ProQuest Dissertation Agreement (pages 4 and 5 required) with money order attached **Cost of:** U.S copyright (\$55) and Open Access Publishing (\$95). Dissertation copies may be ordered through ProQuest after your graduation has been processed.
  7. Receipt for processing fee (**pay \$85.00 in the Student Payment Center in G-7 Thackeray Hall**)
- VII. **Diplomas and Official Transcripts:** Diplomas and a complimentary copy of your official transcript indicating your degree are expected to be mailed the week of February 6, 2017 to the address on your application for graduation.