

Pitt Education

Doctoral Graduation Checklist

December 2023 Graduates

<u>Deadline</u>	<u>Checklist Item</u>	<u>Description</u>
September 30, 2023 (Late graduation applications will incur a fee)	Apply for Graduation	Complete your online graduation application by logging into my.pitt.edu and following these instructions . Ensure that you do not have courses that are missing grades or have I or G grades assigned. Contact soegrad@pitt.edu for any questions.
November 6, 2023	Defense Deadline (Recommended)	This is a recommended defense deadline to allow students enough time to make the required edits and formatting corrections before the formatting review deadline.
November 20, 2023	Submit to soegrad@pitt.edu: <ul style="list-style-type: none"> Dissertation Document for ETD-Formatting Review 	<p>Email Microsoft Word copy of FINAL dissertation (with post-defense approved revisions) to soegrad@pitt.edu for formatting review. Before you send it, you must copy and paste your paper into the ETD template (Click here for an Instructional Video). Complete this step by November 20, 2023.</p> <p>A PDF of your approved document will be sent back to you. The review process can take several weeks, but you should receive your reviewed document back by December 12.</p>
December 1, 2023	Submit to soegrad@pitt.edu: <ul style="list-style-type: none"> ETD Approval Form ETD Processing Fee Receipt Confirmation email – AAUDE Survey (all doctoral graduates) Survey of Earned Doctorate (PhD only) 	<p>Email the following to soegrad@pitt.edu:</p> <ul style="list-style-type: none"> ETD approval form – Complete this step in the Online Milestone systems: <ul style="list-style-type: none"> EdD Milestone System PhD Milestone System Email confirmation of payment of \$50 “ETD Processing Fee” <ul style="list-style-type: none"> You can call (412-624-7520) or email (payments@pitt.edu) the Student Payment Center to have the fee assessed to your PittPay account, which will allow you to pay the fee online. Please provide your student ID (PeopleSoft ID), the academic term that the fee should be applied to, and reference the “ETD Processing Fee” type. Confirmation email indicating completion of the AAUDE Exit Survey (all doctoral graduates) Certificate of completion after completing Survey of Earned Doctorates online (PhD only)
December 16, 2023	<ul style="list-style-type: none"> Upload Final PDF of Dissertation to D-Scholarship 	Upload your approved PDF dissertation document to the D-Scholarship ETD submission page (http://d-scholarship.pitt.edu/), using the D-Scholarship submission guide .

If the requirements outlined above have not been met by the corresponding deadlines, you will be denied for graduation, and you will be required to submit a new graduation application for a future semester.

Please reach out if you have any questions: soegrad@pitt.edu