

# Pitt Education

## Doctoral Graduation Checklist

### August 2024 Graduates

<u>Deadline</u>	<u>Checklist Item</u>	<u>Description</u>
May 31, 2024	<input type="checkbox"/> <b>Apply for Graduation</b>	<a href="#">Submit Graduation application online.</a> Ensure that you do not have courses that are missing grades or have I or G grades assigned.
June 30, 2023	<b>Recommended Defense Deadline</b>	This is a recommended defense deadline to allow students enough time to make the required edits and formatting corrections before the formatting review deadline.
July 15, 2024	<b>Submit to <a href="mailto:SOEgrad@pitt.edu">SOEgrad@pitt.edu</a>:</b> <input type="checkbox"/> <b>Dissertation Document for ETD-Formatting Review</b>	<p>Email Microsoft word copy of FINAL dissertation (with post-defense approved revisions) to <a href="mailto:SOEGRAD@pitt.edu">SOEGRAD@pitt.edu</a> for formatting review. Before you send it, you must copy and paste your paper into the <a href="#">ETD template</a> (<a href="#">Click here for an Instructional Video</a>). Complete this step by <b>July 15, 2024</b>.</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 August 13<sup>th</sup>.</p>
August 13, 2024	<b>Submit to <a href="mailto:SOEgrad@pitt.edu">SOEgrad@pitt.edu</a>:</b> <input type="checkbox"/> <b>ETD Approval Form</b> <input type="checkbox"/> <b>ETD Processing Fee Receipt</b> <input type="checkbox"/> <b>Confirmation email – AAUDE Survey (all doctoral graduates)</b> <input type="checkbox"/> <b>Survey of Earned Doctorate (PhD only)</b>	<p>Email the following to <a href="mailto:SOEgrad@pitt.edu">SOEgrad@pitt.edu</a>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>ETD approval form</b> – Complete this step in the Online Milestone systems:  <a href="#">EdD Milestone System</a>      <a href="#">PhD Milestone System</a></li> <li><input type="checkbox"/> <b>Email confirmation of payment of \$50 “ETD Processing Fee”</b> <ul style="list-style-type: none"> <li>○ You can call (412-624-7520) or email (<a href="mailto:payments@pitt.edu">payments@pitt.edu</a>) 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.</li> </ul> </li> <li><input type="checkbox"/> <b>Confirmation email indicating completion of the <a href="#">AAUDE Exit Survey</a></b> (all doctoral graduates)</li> <li><input type="checkbox"/> <b>Certificate of completion after completing <a href="#">Survey of Earned Doctorates online</a></b> (PhD only)</li> </ul>
August 19, 2024	<input type="checkbox"/> <b>Upload Final PDF of Dissertation to D-Scholarship</b>	Upload your approved PDF dissertation document to the D-Scholarship ETD submission page ( <a href="http://d-scholarship.pitt.edu/">http://d-scholarship.pitt.edu/</a> ), using the <a href="#">D-Scholarship submission guide</a> .

*\*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 term.*

Please reach out if you have any questions: [SOEgrad@pitt.edu](mailto:SOEgrad@pitt.edu)