

# Pitt Education

## Doctoral Graduation Checklist

### April 2024 Graduates

<u>Deadline</u>	<u>Checklist Item</u>	<u>Description</u>
<b>December 1, 2023</b> (Late graduation applications will incur a fee)	<b>Apply for Graduation</b>	Complete your online graduation application by logging into <a href="http://my.pitt.edu">my.pitt.edu</a> and following these <a href="#">instructions</a> . Ensure that you do not have courses that are missing grades or have I or G grades assigned. Contact <a href="mailto:soegrad@pitt.edu">soegrad@pitt.edu</a> for any questions.
<b>March 22, 2024</b>	<b>Defense Deadline</b> (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.
<b>April 5, 2024</b>	<b>Submit to <a href="mailto:soegrad@pitt.edu">soegrad@pitt.edu</a>:</b> <ul style="list-style-type: none"> <li><b>Dissertation Document for ETD-Formatting Review</b></li> </ul>	<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>April 5, 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 April 22.</p>
<b>April 19, 2024</b>	<b>Submit to <a href="mailto:soegrad@pitt.edu">soegrad@pitt.edu</a>:</b> <ul style="list-style-type: none"> <li><b>ETD Approval Form</b></li> <li><b>ETD Processing Fee Receipt</b></li> <li><b>Confirmation email – AAUDE Survey (all doctoral graduates)</b></li> <li><b>Survey of Earned Doctorate (PhD only)</b></li> </ul>	<p><b>Email the following to <a href="mailto:soegrad@pitt.edu">soegrad@pitt.edu</a>:</b></p> <ul style="list-style-type: none"> <li><b>ETD approval form</b> – Complete this step in the Online Milestone systems: <ul style="list-style-type: none"> <li><a href="#">EdD Milestone System</a>   <a href="#">PhD Milestone System</a></li> </ul> </li> <li><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><b>Confirmation email indicating completion of the <a href="#">AAUDE Exit Survey</a></b> (all doctoral graduates)</li> <li><b>Certificate of completion after completing <a href="#">Survey of Earned Doctorates online</a></b> (PhD only)</li> </ul>
<b>April 27, 2024</b>	<ul style="list-style-type: none"> <li><b>Upload Final PDF of Dissertation to D-Scholarship</b></li> </ul>	Upload your <b>approved</b> 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 semester.**

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