

Pitt Education

Doctoral Graduation Checklist

June 2024 Graduates

<u>Deadline</u>	<u>Checklist Item</u>	<u>Description</u>
December 1, 2023	<input type="checkbox"/> Apply for Graduation	Submit Graduation application online. Ensure that you do not have courses that are missing grades or have I or G grades assigned.
May 11, 2024	Recommended Defense Deadline	This is a recommended defense deadline to allow students enough time to make the required edits and formatting corrections before the formatting review deadline.
May 29, 2024	Submit to SOEgrad@pitt.edu: <input type="checkbox"/> 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 May 29, 2024.</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 June 17.</p>
June 17, 2024	Submit to SOEgrad@pitt.edu: <input type="checkbox"/> ETD Approval Form <input type="checkbox"/> ETD Processing Fee Receipt <input type="checkbox"/> Confirmation email – AAUDE Survey (all doctoral graduates)	<p>Email the following to SOEgrad@pitt.edu:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ETD approval form – Complete this step in the Online Milestone systems EdD Milestone System <input type="checkbox"/> 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. <input type="checkbox"/> Confirmation email indicating completion of the AAUDE Exit Survey (all doctoral graduates)
June 22, 2024	<input type="checkbox"/> 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 term.*

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