

Pitt Education

Master's Thesis Publication Checklist

December 2024 Graduates

<u>Deadline</u>	<u>Checklist Item</u>	<u>Description</u>
November 8, 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.
December 2, 2024	<p style="text-align: center;">Submit to SOEgrad@pitt.edu:</p> <input type="checkbox"/> Thesis Document for ETD-Formatting Review	<p>Email Microsoft word copy of FINAL thesis (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 July 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 August 7.</p>
December 2, 2024	<p style="text-align: center;">Submit to SOEgrad@pitt.edu:</p> <input type="checkbox"/> Signed ETD Approval Form <input type="checkbox"/> Signed Overview Form <input type="checkbox"/> Signed Committee Form <input type="checkbox"/> Signed Defense Form <input type="checkbox"/> ETD Processing Fee Receipt <input type="checkbox"/> Copyright permission letter(s) (If applicable) <input type="checkbox"/> IRB Approval	<p>Email the following to SOEgrad@pitt.edu:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ETD approval form, Overview Form, Proposed Committee Form, Defense Form – These forms can be sent to your committee members in Docusign for signature <input type="checkbox"/> Email confirmation of payment of \$50 “ETD Processing Fee” <ul style="list-style-type: none"> ○ Contact the Student Payment Center (412-624-7520 or payments@pitt.edu) 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 with your request. ➤ If material copyrighted by others is included in your thesis, attach the copyright permission letter(s) from the copyright owner(s). For more information, see the Copyright Primer and information on How to Get Copyright Permission. ➤ If your thesis contains executable software owned by another party, attach a letter from the owner of the software license granting permission to use it. For more information, see How to Get Copyright Permission. ➤ If your research included human subjects, please also submit IRB approval form. Do you need IRB review?
December 17, 2024	<input type="checkbox"/> Upload Final PDF of Thesis to D-Scholarship	Upload your approved PDF thesis 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