

Pitt Education

Master's Thesis Publication Checklist

Spring 2025 Graduates

<u>Deadline</u>	<u>Checklist Item</u>	<u>Description</u>
March 21, 2025	<i>Recommended Defense Deadline</i>	This is a recommended defense deadline to allow students enough time to make the required edits and formatting corrections before the formatting review deadline.
April 19, 2025	Submit to SOEgrad@pitt.edu: 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>
April 19, 2024	Submit to SOEgrad@pitt.edu: Signed ETD Approval Form Signed Overview Form Signed Committee Form Signed Defense Form ETD Processing Fee Receipt Copyright permission letter(s) (If applicable) IRB Approval	<p>Email the following to SOEgrad@pitt.edu:</p> <p>ETD approval form, Overview Form, Proposed Committee Form, Defense Form – These forms can be sent to your committee members in Docusign for signature</p> <p>Email confirmation of payment of \$50 “ETD Processing Fee”</p> <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?
April 25, 2025	Upload Final PDF of Thesis to ProQuest	Upload your approved PDF dissertation document to the ProQuest ETD submission page (https://www.etdadmin.com/education.pitt)

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