

Pitt Education

Doctoral Graduation Checklist

December 2025 Graduates

<u>Deadline</u>	<u>Checklist Item</u>	<u>Description</u>
See Registrar's Office page for updated deadlines	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.
November 7, 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.
November 17, 2025	Upload Dissertation Document (PDF and Word file) for ETD-Formatting Review	• Upload a pdf of your dissertation draft to https://www.etdadmin.com/education.pitt. • Please also submit a word file of the dissertation as a supplemental document. This document should be submitted after you defend and contain suggested revisions. • You can upload with the Traditional Publishing Option (\$0). • You must use the ETD template (Click here for an Instructional Video) to allow for formatting review. A member of the records staff will work with you on formatting revisions via email.
December 1, 2025	Confirm Completion of Milestones Items to submit in Proquest: 1. ETD Processing Fee Receipt 2. Confirmation email for AAUDE Survey 3. Survey of Earned Doctorate (PhD students only)	• Milestones – Doctoral Milestone completion: ○ EdD Milestone System PhD Milestone System • Confirmation of payment of \$50 “ETD Processing Fee” ○ 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. • Confirmation email indicating completion of the AAUDE Exit Survey (all doctoral graduates) • PhD students – Certificate of Completion of Survey of Earned Doctorate
December 13, 2025	Finalize PDF of Dissertation	Once you sign off on the finalized edited version, a member of the records staff will upload the PDF document into ProQuest on your behalf.

[ETD Support Guide](#)

If the requirements outlined above have not been met by the deadlines, you will be denied for graduation.

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