Pitt Education
Master's Thesis Publication Checklist
Spring 2026

Deadline	Checklist Item	Description
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.
March 20, 2026	*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.
April 1, 2026	**Upload Thesis 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). A PDF of your approved document will be sent back to you. A member of the records staff will work with you on formatting revisions via email.
April 17, 2026	**Submit in Proquest** • **Signed Overview Form** • **Signed Committee Form** • **Signed Defense Form** • **ETD Processing Fee Receipt** • **Copyright permission letter(s)** (If applicable) • **IRB Approval**	**Upload the following in Proquest under Administrative Documents:** ➢ Confirmation of payment of $50 "ETD Processing Fee" ○ 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. ➢ 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 24, 2026	**Finalize PDF of Thesis**	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