NAME: _____

GRADUATION TERM: _____ COMMITTEE CHAIR: _____

PhD GRADUATION CHECKLIST

BEFORE your defense, plan ahead -

☐ **APPLY** for graduation.

☐ **SET THE DATE** for your defense with the help of your department's graduation specialist. Allow adequate time between your defense date & the ETD-related deadline to complete all necessary corrections to your dissertation & to gather/submit all Electronic Theses & Dissertations (ETD)-related paperwork.

☐ **REQUEST COPYRIGHT APPROVAL** if you've included copyrighted materials in your dissertation.

☐ **PRINT** the ETD Approval Form & bring this to your defense for dissertation committee signatures.

AFTER your defense, gather paperwork and submit a finalized ETD -

All printed materials must be <u>single-sided</u> on 8.5x11" sheets of paper. Do not staple any materials.

☐ **ETD APPROVAL FORM**. It must be completed & signed as follows:
  o Page 1 - Complete requested information & obtain signatures of dissertation committee and chair
  o Page 2, Parts A thru D - Select an access option, sign parts A & D, obtain dissertation director's signature

☐ **RECEIPT** for the dissertation processing fee. Pay at the Student Payment Center (G7 Thackeray Hall). Payment covers the cost of ProQuest UMI's traditional publishing fee ($65) as well as the University's thesis processing fee.

☐ **COPYRIGHT APPROVAL LETTER(S)**, 2 copies per letter (if applicable).

☐ **PROQUEST UMI DISSERTATION PUBLISHING AGREEMENT**.
  o Page 4 & 5 (required) - Signed & completed
  o Page 6 (optional) - Claim to Copyright, accepted forms of payment: attach a cashier's check, certified check, or money order for the correct amount made payable to UMI ProQuest

☐ **SURVEY OF EARNED DOCTORATES (SED)** certificate of completion submitted via paper copy or email

☐ **FINALIZED TITLE PAGE**, Two (2) copies.

☐ **FINALIZED ABSTRACT (350 word maximum)**, Three (3) copies.
  o Committee chair must initial in the upper right-hand corner of each copy

☐ **UPLOAD** your final ETD to D-Scholarship for formatting review.

If any checklist items are incomplete at noon on the day of the deadline, <u>your GRADUATION WILL BE DEFERRED</u> to the following term.

Paperwork & Forms

DEADLINES & GRADUATION APPLICATION:

https://pitt.sharepoint.com/sites/SCI/SitePages/academics/Graduation%20Procedures.aspx

ETD Approval Form: http://www.pitt.edu/~graduate/etd/pdf/ETD_Approval_Form.pdf

ProQuest UMI Publishing Agreement: http://media2.proquest.com/documents/umi_agreement_papersub.pdf

Survey of Earned Doctorates: https://sed.norc.org/doctorate/showRegister.do

Who collects my paperwork? Brandi Belleau, bml19@pitt.edu

Related Links & Additional Information

University thesis processing fee: https://payments.pitt.edu/tuition-rates-fees/

Style/templates, sample ETD, and general instructions: http://www.pitt.edu/~graduate/etd/index.html

ETD training workshops: http://www.pitt.edu/~graduate/etd/training.html

Instructions for uploading your ETD: http://www.pitt.edu/~graduate/etd/instructions.html#submitting

Copyright & example permission letters: http://www.pitt.edu/~graduate/etd/copyright.html

Purpose & use of the SED Survey: http://www.pitt.edu/~graduate/etd/pdf/SED_Purpose_Use.pdf

ETDs and patents: http://www.pitt.edu/~graduate/etd/pdf/ETD_Patent_Form.pdf

Author ownership of dissertation: http://www.cfo.pitt.edu/policies/documents/policy11-02-02.pdf