

GRADUATION CHECKLIST FOR MASTER'S DEGREE APPLICANTS

The materials listed below are **required** and must be emailed to dsgsgrad@pitt.edu by the deadline. Please be sure you are submitting all required documents correctly and in the proper format.

Required Graduation Materials Deadline: 12 PM on April 5, 2024

Not submitting the requirements by the deadline could jeopardize your graduation.

Dietrich A&S Survey

1. Complete the online [Dietrich A&S Survey](#)
2. Once you have completed the survey, screenshot the certification screen at the conclusion
3. Email dsgsgrad@pitt.edu a copy of the certification screen

Note: The survey should take about 5 minutes and must be completed at one time. You cannot save and go back.

IF YOUR PROGRAM REQUIRES AN ETD, THE ITEMS BELOW ARE ALSO REQUIRED

ETD Approval Form

1. Fill out ETD Approval Form and obtain DocuSign signatures of **all** committee members
2. Email dsgsgrad@pitt.edu a copy of the signed ETD Approval Form

Note: If you have co-chairs, they must both sign in all the places for the chair

Uploaded file to ETD submission page

1. Review the [instructions for ETDs](#)
2. Submit file to ETD submission page
3. E-mail dsgsgrad@pitt.edu after upload is complete

Reminder: At a minimum there must be bookmarks for the following pages in the following order:

- o title page
- o abstract
- o table of contents
- o list of tables (if there are tables)
- o list of figures (if there are figures)
- o list of schemes (if there are schemes)
- o each chapter
- o each appendix
- o bibliography

Note: You may upload a draft of your ETD at any time.

Receipt for ETD Processing Fee

1. Initiate the ETD Processing Fee by emailing payments@pitt.edu and provide the student ID, dollar amount (\$50), and academic term (2244).
2. The \$50 fee will then be posted to your account. Once the fee is posted, the Payment Center will notify you via your Pitt email address or by phone (if phone is requested in the initial email).
3. Once the fee is posted, you will see the charge in PittPAY on the Account Activity tab; the payment can be processed on the Make Payment tab.
4. PittPAY will email you a receipt as soon as the payment is made.
5. Forward a copy of your receipt to dsgsgrad@pitt.edu.

Note: The Student Payment Center is open to telephone and email inquiries Monday-Friday, 8:30am-4:45pm. Doors are open to the public Tuesdays, Wednesdays, and Thursdays from 9am-4:30pm. Requests can be sent to payments@pitt.edu or made over the phone (412-624-7520).