Share the following information with your advisor (or co-advisors) as needed to made adequate preparations.

Review our department’s [GRADUATION procedures](https://www.physicsandastronomy.pitt.edu/graduate/graduation-procedures) web pages, tips, and links.

Let the Graduate and UG administrators know the DATE OF YOUR DEFENSE, as soon as it’s confirmed with your committee.

Double booking of PhD defenses is not encouraged or permitted and conflicts with the seminar/colloquium schedule, must be avoided.

The graduate administrator maintains an extensive excel **TRACKING sheet** to make sure all administrative steps in the process are followed in a timely manner and lets you graduate as planned! The [Graduation Plan Survey](https://docs.google.com/spreadsheets/d/100ACr_TrtVrz1ac5OK7f7ZANbg4OORHVqrQ-TkY0rGQ/edit?usp=sharing) was created earlier and while this provides us with your plan, it does not reflect that you have “applied to graduate”. So until we receive our “list” from the Dietrich School, it is helpful to know sooner than later that you applied.

All FORMS can be found on our department’s [Useful Forms](https://www.physicsandastronomy.pitt.edu/graduate/useful-forms-and-policies) page.

With regard to Remote Attendance, please refer to the [Dean’s letter posted HERE on our website](https://www.physicsandastronomy.pitt.edu/sites/default/files/Temporary%20Adjustments%20to%20the%20Doctoral%20Dissertation%20Committee%20Policy%20-%20Remote%20Attendance%203.9.20201.pdf).  Below were my August 2020 instructions to candidates, follow these unless otherwise directed.

1. Be sure to APPLY for graduation, which was announced and circulated to all graduate students last week.  These materials are also posted on our department’s [GRADUATION procedures](https://www.physicsandastronomy.pitt.edu/graduate/graduation-procedures) web pages.  A few moments familiarizing yourself with the information here will save a lot of anxiety later in the term.  I’ll work to remind everyone as well**. The Dietrich School’s submission deadline for ALL materials, forms, defense and revisions noted there!** Keep this in mind and work backwards from that date to plan your defense and give yourself time for revisions.
2. CONFIRM that the names of your committee members are still as they appear in admission to candidacy letter or any previously approved “change of committee” letter, if applicable.  If  a change of committee needs processed, discuss with the DGS as to why and then complete a [Change of Committee Form](https://www.physicsandastronomy.pitt.edu/sites/default/files/REQUEST%20FOR%20A%20CHANGE%20IN%20DOCTORAL%20DISSERTATION%20COMMITTEE_1_0.pdf.pdf).
3. Distribute your dissertation to committee 4 wks prior to defense (include Department Chair, DGS, and Graduate Administrator the purpose being that any faculty member may request a copy prior to the defense to review if interested in doing so); the four-week distribution policy was emphasized by the Chair again this past summer\*\*. **If such an agreement is made, you must inform the Chair, DGS and Graduate Administrator.**
4. Send me your abstract for Univ., School, and dept announcements  Include a photo or let me know if you want us to use the one on your peoplepage. SET UP A ZOOM meeting and send me the ID, password and information.
5. FORMS:  You will prepare the ETD approval form (attached) **and return to me to hold and process with your committee through docusign**
6. FORMS: Review and Prepare the Remote attendance form (attached) and **return to me to hold and process with your committee through docusign**
7. FORMS: You will prepare the 2 of the report on exams for the PhD cards (one for oral and one for dissertation approved) and return to me to send to your committee in advance of the defense.
8. FORMS:  The meeting Evaluation Forms are provided by you to your committee.  A week before the defense, provide each committee member with #2 form, including your research advisor, who gets form #2B to provide summary comments.  These forms, are part of our requirement to collect data for our Graduate Program Assessment Matrix due every four years.

*\*\* 5/6/2020*

*Dear Faculty,*

*Please remind all graduate students nearing graduation that our department rules require submission of a thesis draft to all committee members 4 weeks prior to their defense date. If students anticipate not being able to meet this deadline, they must obtain permission IN ADVANCE from all committee members to distribute it at a later time. If any of the committee members disagree, the student must either submit it within the deadline, or postpone their defense date. Members may also agree to have most of the thesis by the deadline and one section or chapter at a later time. The rule is in place to allow thesis committee members sufficient time to review the thesis and provide feedback on any potential issues prior to the defense.*

*This requires particular planning in cases where the defense date is difficult to move due to faculty travel schedules, family travel plans, or other issues.*

*Thank you for your help in making the thesis review process manageable for all committee members.*

*Best wishes,*

*Arthur*