

## **GRADUATION CHECKLIST FOR PHD DEGREE APPLICANTS**

The materials listed below are **required** and must be emailed to [dsgsgrad@pitt.edu](mailto: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 August 9th**

**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](mailto: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.*

**Survey of Earned Doctorate**

1. Complete the [Survey of Earned Doctorate](#)
2. Email [dsgsgrad@pitt.edu](mailto:dsgsgrad@pitt.edu) a copy of the survey receipt

*Note: At the survey registration website, you will be asked to provide your name, institution state (PA), institution name (Univ. of Pittsburgh), school/college (Graduate School), graduation month (April), graduation year (2024), and an e-mail address, then you will go directly to the survey. An e-mail with the URL of the online survey, plus a PIN and password will be sent to you in case you suspend the survey and need to go back in at a later time.*

**AAUDE Doctoral Exit Survey**

1. Complete the [AAUDE Doctoral Exit Survey](#)
2. Email [dsgsgrad@pitt.edu](mailto:dsgsgrad@pitt.edu) a copy of the survey receipt

*Note: You will need to log in with your PITT account to access the survey. The survey should take approximately 15 minutes to complete and will collect satisfaction information about your graduate education experience at PITT and your post-PITT plans.*

**ETD Approval Form**

1. Fill out ETD Approval Form and obtain DocuSign signatures of **all** committee members
2. Email [dsgsgrad@pitt.edu](mailto: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](mailto: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](mailto:payments@pitt.edu) and provide the student ID, dollar amount (\$50), and academic term (2247).
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](mailto: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](mailto:payments@pitt.edu) or made over the phone (412-624-7520).*