



GRADUATION CHECKLIST FOR DIETRICH MA/MS/MFA STUDENTS

The materials listed below are **required** and must be completed [by their deadlines](#). Please be sure you are submitting all required documents correctly and in the proper format.

Not submitting the requirements by their deadlines could jeopardize your graduation.

☐ **Apply for Graduation**

1. Submit your graduation application in PeopleSoft

☐ **Complete the Required Surveys**

1. Complete the required [Dietrich School Graduation survey](#).
2. Forward the confirmation emails to dsgsgrad@pitt.edu

IF YOUR PROGRAM REQUIRES A THESIS, THE ITEMS BELOW ARE ALSO REQUIRED

☐ **Submit final ETD in ETD Administrator**

1. Review the [instructions for submitting ETDs](#)
2. Submit your final ETD in [ETD Administrator](#)

☐ **Submit your Receipt for ETD Processing Fee**

1. Initiate the ETD Processing Fee by emailing payments@pitt.edu and provide the following information: your student ID, the dollar amount (\$50), and the academic term (ex: fall 2025)
2. 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.
3. PittPAY will email you a receipt as soon as the payment is made.
4. Forward a copy of your receipt to dsgsgrad@pitt.edu