

PhD APPLICANTS

DECEMBER 2025 GRADUATION REQUIREMENTS AND DEADLINES



Congratulations on nearing your Pitt Graduation! 🎓 This document contains all the necessary information, including a comprehensive checklist, for December 2025 graduation.

It is your responsibility to review this information and complete all the graduation requirements by their deadlines. Failure to submit requirements by their deadlines could jeopardize your graduation.

Graduation Application

Any student who plans to complete degree requirements in the **fall term** must complete an online application by **5 PM on Monday, December 1, 2025**. Applications are submitted in PeopleSoft ([follow these instructions](#)).

Required Paperwork

Please refer to the PhD graduation checklist for information on the required paperwork. Paperwork must be submitted by **12 PM on Friday, December 5, 2025**.

Registration Requirements

Students must be registered in the term that they post all milestones, including prelims, comps, admission to candidacy, *and defense of thesis, dissertation, or MFA manuscript*.

Incomplete or Missing Grades

Students cannot graduate with missing grades. Missing grades must be entered in PeopleSoft by the course instructor for the student to be certified for graduation. Incomplete and G grades must be updated, or the student's diploma will be held; I or G grade change requests must be submitted through PeopleSoft.

Area of Concentration and Minors

If your department has an approved AOC and/or you have a minor, you may apply to have this appear on your transcript. Please connect with your department's Graduate Administrator to have your AOC and /or minor information emailed to dsgsgrad@pitt.edu.



GRADUATION CHECKLIST FOR DIETRICH PHD 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 by **5 PM on 12/1/2025**.

☐ **Complete the Required Surveys**

1. Complete the three (3) required surveys.
 - ☐ [Dietrich A&S Survey](#)
 - ☐ [Survey of Earned Doctorate](#)
 - ☐ [AAUDE Doctoral Exit Survey](#)
2. Forward the confirmation emails or certificate to dsgsgrad@pitt.edu by **noon on 12/5/2025**.

☐ **Submit final ETD in ETD Administrator**

1. Review the [instructions for submitting ETDs](#)
2. Submit your final ETD in [ETD Administrator](#) by **noon on 12/5/2025**

☐ **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 by **noon on 12/5/2025**.