IMPORTANT INFORMATION

REQUIRED GRADUATION MATERIALS
Dietrich Graduate School Checklist for PhD Applicants

REQUIRED MATERIALS MUST BE TURNED IN TO 5141 SENNOTT SQUARE BY AUGUST 9, 2019 AT 12 NOON

Students, please make sure you are submitting ALL required documents correctly and in the proper format.

PhD APPLICANTS:

- ETD approval form (double sided) with **original signatures of all** committee members. **If you have co-chairs – they must both sign in all the places for the chair**
  - **ELECTRONIC SIGNATURES ARE NOT ALLOWED**

- Uploaded file to ETD submission page:
  - Instructions for ETDs can be found at the following website: https://etd.pitt.edu/
  - at a minimum there must be bookmarks for the following pages in the following order:
    - a. title page
    - b. abstract
    - c. table of contents
    - d. list of tables (if there are tables)
    - e. list of figures (if there are figures)
    - f. list of schemes (if there are schemes)
    - g. list of equations (if there are equations)
    - h. each chapter
    - i. each appendix
    - j. bibliography
  - E-mail Abby Fite after upload is complete at **alf189@pitt.edu** – **YOU MAY UPLOAD A DRAFT OF YOUR ETD AT ANY TIME**

- **3** copies of abstract:
  - abstract must be double spaced (**350 word limit – NO EXCEPTIONS**)
    - *if the abstract is more than one page, it **CANNOT** be double sided
  - top of the page must be as follows
    Title
    Student Name, PhD
    University of Pittsburgh, 2xxx (see template)
- https://etd.pitt.edu/etd-format-guidelines
  - (template)
    - **Advisor's complete name must be TYPED IN THE UPPER RIGHT HAND CORNER– if there are co-chairs both names must be typed**
    - **Advisor MUST SIGN THEIR INITIALS next to their name on ALL copies– if there are co-chairs they must both initial the abstracts – initials must be original from the chair(s) and not faxed or copies**

- **2** copies of the title page.
TURN OVER – CONTINUED ON OTHER SIDE – TURN OVER

- Dietrich A&S Survey

  **The Dietrich A&S Survey is submitted online. Please go to the following link:
  https://pitt.co1.qualtrics.com/jfe/form/SV_865lrmXjUbYZkmF.** The survey should take about 5 minutes and must be completed at one time. You cannot save and go back. Once you have completed the survey, please print the certification screen at the conclusion. You will need to write your name in the upper right hand corner and submit it to the Graduate Studies Office with the rest of your ETD materials.

- Survey of Earned Doctorate.

  **The Survey of Earned Doctorate is submitted online. Please go to the following link:
  https://sed-ncses.org.** 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 (2019), 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. When you are ready to submit the survey, you can provide a 2nd e-mail address for notification. Include Abby Fite (alf189@pitt.edu) so that she will be sent an e-mail notification once the survey has been submitted.

- ProQuest Publishing Agreement:
  - **ProQuest will no longer accept paper forms or checks.**
    - The link to the new ProQuest online form is: http://www.etdadmin.com/cgi-bin/school?siteId=902
    - You will need to make an account, which you can use to correspond with ProQuest about your dissertation in the future (ordering copies, updating embargoes, etc.). You can also pay ProQuest directly via the form for any additional services (like Copyright Registration) that you choose to purchase.
    - Once you complete the electronic ProQuest form, you are sent a confirmation e-mail. You must share a copy of the email confirmation with our office to indicate that you have completed the ProQuest graduation requirement. The email must be forwarded to Abby Fite at ALF189@pitt.edu and cc'd to me at pkc3@pitt.edu.

- Receipt for ETD processing:
  - Pay $85.00 in the Student Payment Center in G-7 Thackeray Hall.
    - When paying in person, you may pay by check, cash, money order, or credit/debit card. Please note: paying with a credit/debit card carries the additional cost of a non-refundable service fee of 2.75% of the amount of your payment. You will need to notify the Student Payment Center that you wish to pay with a card. Once you have done so, they will access the fee to your account and you will go to a computer kiosk in G-7 Thackeray to pay. There is no additional payment associated with paying by check, cash, or money order.
    - If you are not local, you can call the Student Payment Center at 412-624-7520 and ask them to assess the fee. You can then pay it either on-line or over the phone. If paying over the phone, you can pay with an eCheck (electronic check) at no additional cost. If paying online, you may use an eCheck at no additional cost or a credit/debit card, which carries the additional cost of a non-refundable service fee of 2.75% of the amount of your payment. Send me Abby Fite an e-mail at alf189@pitt.edu if this is the option you choose and I can print out a receipt.