MASTER'S APPLICANTS
AUGUST 2025 GRADUATION REQUIREMENTS AND DEADLINES

University of Pittsburgh
Dietrich School of Arts and Sciences

Congratulations on nearing your Pitt Graduation! 🎓 This document contains all the necessary information, including a comprehensive checklist, for August 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 **summer term** must complete an online application by **12 PM on Friday, August 1, 2025** Applications are submitted in PeopleSoft ([follow these instructions](#)).

‼️ *Important PhD Student Information* **‼️** *If you are a PhD Student and are applying for the Master's degree graduation but do not see the option in PeopleSoft, you must notify the Graduate Studies office (dsgsgrad@pitt.edu) no later than July 25th in order to have your account updated.*

Required Paperwork

Please refer to the Masters graduation checklist for information on the required paperwork. Paperwork must be submitted by **12 PM on Friday, August 1, 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.](mailto:dsgsgrad@pitt.edu)

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 **by noon on 8/1/2025**.

☐ **Complete the Required Surveys**

1. Complete the required Dietrich School Graduation survey.
2. Forward the confirmation emails to dsgsgrad@pitt.edu **by noon on 8/1/2025.**

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 **by noon on 8/1/2025**

☐ **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: spring 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 8/1/2025**.