

# PhD APPLICANTS

## APRIL 2025 GRADUATION REQUIREMENTS AND DEADLINES



Congratulations on nearing your Pitt Graduation! 🎓 This document contains all the necessary information, including a comprehensive checklist, for April 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 **spring term** must complete an online application by **5 PM on Tuesday, April 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, April 11, 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 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 4/1/2025**.

### **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](mailto:dsgsgrad@pitt.edu) by **noon on 4/11/2025**.

### **Submit final ETD in ETD Administrator**

1. Review the [instructions for submitting ETDs](#)
2. Submit your final ETD in [ETD Administrator](#) by **noon on 4/11/2025**

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

1. Initiate the ETD Processing Fee by emailing [payments@pitt.edu](mailto: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](mailto:dsgsgrad@pitt.edu) by **noon on 4/11/2025**.