

# PhD APPLICANTS

## DECEMBER 2024 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 December 2024 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 Sunday, December 1, 2024**. 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 **noon on Friday, December 6<sup>th</sup>**.

### 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; I or G grade change requests must be submitted through PeopleSoft, or the department must state in writing that the incomplete course(s) are not required for the degree.

### 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 12/1/2024.

### **Complete the Required Surveys**

1. Complete the three (3) required surveys.

- [Dietrich A&S Survey](#)
- [Survey of Earned Doctorates](#)
- [AAUDE Doctoral Exit Survey](#)

2. Forward the confirmation emails or certificate to [dsgsgrad@pitt.edu](mailto:dsgsgrad@pitt.edu) by noon on 12/6/2024.

### **Submit the ETD Approval Form**

1. Fill out [ETD Approval Form](#) and obtain DocuSign signatures of **all** committee members.
2. Email [dsgsgrad@pitt.edu](mailto:dsgsgrad@pitt.edu) a copy of the signed ETD Approval Form by noon on 12/6/2024.

*Note: If you have co-chairs, they must both sign in all the places for the chair*

### **Deposit ETD in D-Scholarship**

1. Review the [instructions for ETDs](#)
2. Deposit your final committee approved ETD by noon on 12/6/2024.

### **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 2024)
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 12/6/2024.