Graduation Checklist – Graduate Students

Prior to Final Defense

All Students

University Policy states that you must be registered in the term that you graduate. Students must have their academic record reviewed by the Graduate Coordinator to determine which classes and the number of credits they should enroll in during their final term based on their degree objective. PHD students may enroll in FTDH 0000, which is a 0 credit class, with prior approval.

- Complete an Application for Graduation and submit to the Engineering Administration Office, 151 Benedum Hall (it is recommended that you do so at the end of the add/drop period in the term you plan to graduate) by the established deadline.
- Make sure you have no outstanding fees (parking, library, etc.)

PhD & MS Thesis Students

- Schedule your final defense no later than one week prior to the ETD deadline date
- Obtain the ETD (Electronic Thesis and Dissertation) Approval form which is available on the ETD website: http://www.pitt.edu/AFShome/g/r/graduate/public/html/etd/pdf/ETD_Approval_Form.pdf
- Give your thesis/dissertation to your committee 2-4 weeks in advance of your defense
- Email the Academic Administrator, Rita Leccia, at ril3@pitt.edu and provide the title, abstract, date, time and place of your final defense at least 2 weeks prior
- Upload thesis/dissertation through the ETD website http://d-scholarship.pitt.edu for format review (it is recommended that you upload the document prior to the defense to enable enough time to make changes/corrections by the established ETD deadline). Changes/corrections that need to be made will be communicated to you via email

Final Defense

- Take the ETD Approval form to your Final Defense to be signed by your committee
- Your Engineering Action form will be sent to your final defense with your advisor and signed and returned to the Academic Administrator

After the Defense

- Upload the final version of the thesis/dissertation through the ETD website for final approval
- Send an electronic copy of the final approved version to the Academic Administrator at ril3@pitt.edu to have your thesis/dissertation bound, cost details will be provided.
- Fill out the Graduation Address/Placement Update form (found online under the ChE Department website or in the main office, 1249 Benedum Hall) and return to the Academic Administrator.
- After your thesis has been approved take the following to the Engineering Administration Office, 151 Benedum Hall:
  - Title page of your thesis/dissertation (1 for MS and 2 for PHD)
  - Abstract of your thesis with your committee chair’s initials in the upper right corner (2 for MS, 3 for PHD)
  - Completed and signed ETD Approval form
  - Engineering Action form with Copy Received signed and dated and appropriate signatures and date for departmental release
  - Survey Form of Earned Doctorate (PHD)
  - UMI form (PHD)

After the Office of Engineering Administration signs your Engineering Action form, please return a copy to the Academic Administrator in 1249 Benedum Hall.