Graduation Checklist – Department of Bioengineering

Revised December 2017

Prior to your defense

All students:

- Meet with Dr. Federspiel before graduation, or any time after you have satisfied all course requirements, in the semester you believe you will have met them to graduate at the end of the semester. Contact his assistant, Michele Krugh, at 412-383-9998 or at mak286@pitt.edu for an appointment.
- Make sure you are registered in the term of your graduation, or for FTDH (Full Time Dissertation Hours.)
- Fill out an Application for Graduation (available in Room 151 Benedum Hall or from the BioE graduate administrator), and return it to 151 Benedum Hall.
- Make sure that you have no outstanding fees (parking, library, etc.).
- Obtain the ETD (electronic thesis and dissertation) Approval Form (available on ETD website.)
- Obtain the Engineering Action Form and make sure it is completely up to date prior to your defense. Have your committee sign at the defense, then return to the Graduate Administrator. He will then have it signed by the Department Chair, etc. and will fill in any missing dates. He will also send it to the Engineering Administration Office for processing.
- Make sure that your thesis format is perfect (check with Jamie in 151 Benedum Hall)
  - Make sure you know how to convert MSWord to PDF and how to use the LaTeX format
- Give your thesis to your committee 2-4 weeks in advance of your defense (Note: Anyone on your committee may request your defense date to be rescheduled if they do not receive the thesis at least two weeks in advance.)
- **Be sure to discuss your funding situation with regard to how much longer you will be in the laboratory working and if your advisor will be financially supporting you.**
- Inform the Graduate Administrator of your defense date and provide him/her with the title, abstract, date, time and place, at least 2 weeks prior to your defense, please note that any deviations from the 2 week requirement must be approved in advance by the faculty Graduate Coordinator, and that you WILL need to reschedule your defense date if you do not meet this important 2 week deadline!

PhD students

- Survey Form of Earned Doctorate will be provided by Engineering Administration once the dissertation is uploaded on the ETD website. Please note that this can be completed via email confirmation or via a paper certificate.
- Obtain UMI, Inc (also known as the ProQuest form), Signed Statement from Room 151 Benedum Hall.
• Make sure that you have fulfilled all “conditional pass” obligations from the Prelim exam, if any.

At your defense

All Students:

• Provide a copy of the dissertation (PhD) or thesis (MS) evaluation rubric to each of your committee members, with the first page filled out by you (this can be done electronically if you and your committee members wish to do so.)
• Bring your up-to-date ETD Approval Form in the event that all of your committee members wish to sign it after the defense. It must be signed by all on the committee once they approve your dissertation/thesis.
• Also provide your committee members with a copy of a list of all publications, conference proceedings, and other relevant accomplishments to your committee members at the defense.

After your defense

• Provide your advisor with a copy of the abstract and conclusions section/chapter of your dissertation/thesis, as well as every peer-reviewed publication that resulted from your work. These are to be included with the copies of the assessment rubric from your defense.
• Be sure that your advisor has sent all copies of the rubric and the accompanying copies (see above) to the Graduate Administrator.
• Please return the Graduate Placement form to the Graduate Administrator as soon as possible.
• Bring your engineering action form to the Graduate Administrator.
• Upload your thesis/dissertation through the ETD website and have the format approved.
• Once approved, take the following to the Swanson School of Engineering Administration Office, 151 Benedum Hall:
  o Receipt for the University Processing Fee (pay this on the ground floor of Thackeray Hall)
  o Title page of your thesis with your signature (1 for MS, 2 for PhD)
  o Abstract of your thesis with your committee chair's initials in the top right corner (2 for MS, 3 for PhD)
  o Signed ETD Approval Form
  o Make sure the BioE Graduate Administrator has sent the signed Engineering Action Form to the School of Engineering Administration Office
  o UMI Signed Statement, this is done after your ETD is approved. (PhD only)
  o Survey Form of Earned Doctorate, this is done after your ETD is approved. (PhD only)
  o To summarize, once the ETD is approved, Students will be asked to submit all of the following if they have not already done so to the SSoE admin. office:
- Completed and Signed ETD Approval Form;
- Two copies of the Title Page;
- Three copies of the Abstract (350 word maximum) initialed by committee chair in upper right corner;
- One copy of the Committee Membership Page;
- Receipt for processing fee (pay at Student Payment Center, G7 Thackeray);
- Completed Doctoral Dissertation Agreement Form; if material copyrighted by others is included in your dissertation, attach the copyright permission letter(s) from the copyright owner(s);
- If your dissertation contains executable software owned by another party, attach the letter from the owner of the software license granting permission to use it;
- Graduate Engineering Action form (this can be obtained from the Graduate Administrator)

  o Provide the Department of Bioengineering with an electronic version of your Thesis after your defense. (If you wish to submit a hard copy, you may do so through thesisondemand.net or on the ProQuest/UMI site as well.)
  
  o You will receive your diploma around six to eight weeks after graduation in the mail. Be sure to fill out a diploma mailing address change form with the Registrar’s Office if you choose to have it sent to a different address than what it on file.