

Graduation Checklist – PhD and MS Thesis 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 Vice Chair for Graduate Education, Dr. Robert S. Parker, 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 prior to the end of the add/drop period in the term you plan to graduate by the established deadline. NOTE: PHD students should request information regarding the Survey of Earned Doctorates and UMI forms.
- 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: https://etd.pitt.edu/sites/default/files/Approval_Form.pdf
- Give your thesis/dissertation to your committee **2-4 weeks in advance of your defense.**
- Email the Graduate Program 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 chair and committee.
- Your Engineering Action form will be sent to your final defense with your research advisor, signed, and returned to the Graduate Program 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 Graduate Program Administrator at ril3@pitt.edu.
- Fill out the Graduation Address/Placement Update form (found online under the ChE Department website or in the main office, 940 Benedum Hall, and return to the Graduate Program Administrator.
- You will be notified by the Office of Engineering Administration when your thesis has been approved, and instructed which items are to be turned in.

After the Engineering Administration Office signs your Engineering Action form, please return a copy to Rita in Chemical and Petroleum Engineering.

11/21/2019