Thesis Based Graduation Checklist – Department of Bioengineering

Revised November 2022

Forms You Will Need for Graduation (All forms can be found here: [BioE Website Forms](#)):

- BioE Course Requirements Form for your respective program (i.e. – PhD, MD, MS Research)

- Admission to Candidacy (All signatures and dates need to be obtained)

- Graduate Engineering Action Form (GEAF): Should be signed and dated up to the Admission to Candidacy section

- Rubrics Form/MS Thesis Form

- ETD Approval Form

All students should complete this the semester before they graduate:

1. Complete the Application for Graduation online in People Soft (For more info: https://www.registrar.pitt.edu/students/graduationdiplomas). The Grad Admin will notify you about the deadlines before or at the beginning of the semester. There are two deadlines: The first deadline is for no fee and the second will require you to pay a $25 late fee. **After the second deadline, you will not be able to apply for to graduate during that semester.** Be sure to change your diploma mailing address if you choose to have it sent to a different address than what is on file. This can be done on People Soft in the Application for Graduation interface.

2. Email the Grad Admin at bioegadm@pitt.edu and let them know you will be graduating so they can keep you in the loop.
    o Let them know if you completed a co-op so it can be put on your diploma.

3. Check your transcript for any incompletes (I) or missing grades. If you have either of these grades on your transcript for required classes, please contact the instructor and ask them to change the grade. If they have any problems, have them reach out to the Grad Admin and they can help said faculty member.

4. Also check your transcript to make sure that if you requested a credit transfer, that it was processed. It will be posted on the last page of your transcript. If it is not there, please reach out to the Grad Admin to get it processed.

5. Afterwards, you will need to determine a defense date that works for your entire committee. As soon as you know the date and time, please reach out to bioegadm@pitt.edu so that they can reserve a room for you (They can reserve rooms in Benedum, CNBio and Bridgeside Point II). If you would like to defend in a different location, you can reserve the room on your own.

6. Keep an eye out for ETD information from SSOE. Any information or questions you have should be sent to ssoeadm@pitt.edu since they manage all aspects of submitting your ETD.

All students must complete the following PRIOR to their defense:

1. At least two terms must elapse between admission to candidacy and dissertation defense.

2. Make sure you are registered for FTDH in the semester you expect to graduate (Full Time Dissertation Hours.)

3. Share the following with Grad Admin via email:
   - Your Dissertation Defense title, date, time, location, zoom link (if applicable), committee members and abstract at least 2 weeks prior to your defense. You can use previous defense announcements as your template.

4. Give your thesis to your committee at least 2 weeks in advance of your defense date (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.)

5. 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 should be done electronically if you and your committee members wish to do so.)

6. Make sure that you have fulfilled all "conditional pass" obligations from the Prelim exam, if you have any. (PhD Students only)

7. Make sure that you have no outstanding fees (parking, library, etc.).

8. Be sure to discuss your funding situation regarding how much longer you will be in the laboratory working and if your advisor will be financially supporting you.
   - Notify the Grad Admin of your last day of student employment.

All students must do the following AT their defense:

1. 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.

2. Have your committee members sign your up-to-date ETD Approval Form and GEAF (this should be done electronically and can be done shortly after the defense). The ETD must be signed by everyone on your committee once they approve your dissertation/thesis. Your advisor will sign and enter the date of your defense in the Final Defense section of your GEAF.

After your defense:

1. 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.
   o Be sure that your advisor has sent all copies of the rubric and the accompanying copies to the Grad Admin.
2. Upload your thesis/**dissertation** through the ETD website and have the format approved.

Action items to complete once your ETD is approved by the School of Engineering Administration Office:

1. School of Engineering Administration Office will send you the following:
   o Survey Form of Earned Doctorate (PhD only).
   o You will receive your diploma around six to eight weeks after graduation in the mail.