

School of Education - Doctoral Graduation Checklist

- Review Plan of Studies with advisor to be sure that it is current, and all courses listed on POS were taken. Revise POS with advisor if needed, and submit up-to-date, signed POS to 5500 WWPH.
- Email Microsoft word copy of FINAL dissertation (with post-defense approved revisions) to SOEGRAD@pitt.edu for formatting review. Copy and paste your document into the ETD template before you submit it. Complete this step by April 17, 2018. When the formatting is reviewed and finalized, we will email you a PDF of your document. The review process will take several weeks.
- Upload PDF to ETD submission page (<http://d-scholarship.pitt.edu/>). Email Andrea Zito (andreaz@pitt.edu) after your upload is complete. When uploading, please input the same keywords you list on your ProQuest paperwork.

Submit the following to Andrea Zito, 5500 WWPH:

- ETD approval form (both pages) with original signature of all committee members
- 3 copies of abstract; submit *after* all dissertation edits have been approved. Must be:
 - This version must be no more than 350 words, double spaced, and one-sided
 - Initialed by advisor in top right corner (if chair and co-chair, both must initial). Must be original initials on each copy. If your abstract is 2 pages, your advisor must only initial the first page
- 3 copies of title page (no initials or signatures on these)
- Either a. **email confirmation** or b. **certificate of completion** after completing Survey of Earned Doctorates online at <https://sed.norc.org/survey> (PhD only)
- ProQuest (UMI) Dissertation Agreement form
 - Pages 4 and 5 required; pages 6 and 7 optional
 - If choosing Traditional publishing, cost is included in \$85.00 Dissertation Processing Fee paid at Student Payment Center
 - If choosing Open Access Publishing (\$95) or US Copyright (\$55), must include Money Order to ProQuest LLC with your forms
 - Extra copies of Dissertation may be purchased with a credit card
- Receipt for \$85.00 Dissertation Processing Fee
 - Paid in the Student Payment Center (G-7 Thackeray Hall)
 - You may also call the payment center (412-624-7520) to have the fee assessed to your PittPay account. If you wish to do this, you must do so prior to the end of the semester.

This fee includes the cost of Traditional Publishing (see ProQuest form). If you opt for Open Access publishing, to have copies of your dissertation printed, or to have ProQuest handle copyright for you, you must also submit money orders with you ProQuest paperwork. If you opt for Open Access publishing, you must submit a money order for \$95 (this is different than the amount the ProQuest form states). Other options are priced as written on the ProQuest form. Discuss these options with your advisor.

Please reach out if you have any questions: andreaz@pitt.edu O: 412-648-1769 C: 407-451-0439