

Graduation Checklist - Graduate Students

Updated 1/15/2009

Prior to Final Defense

- University Policy states that you must be registered for at least one (1) credit in the term that you graduate
- Complete an Application for Graduation and submit to the Engineering Administration Office – 749 Benedum Hall (it is recommended that you do so prior to the term you plan to graduate) by the established deadline.
NOTE: PHD students should request the Survey of Earned Doctorates and UMI forms
- Make sure you have no outstanding fees (parking, library, etc.)
- Obtain the ETD (Electronic Thesis and Dissertation) Approval Form (available on the ETD website) http://www.pitt.edu/AFShome/g/r/graduate/public/html/etd/pdf/ETD_Approval_Form.pdf
- Give your thesis to your committee 2-4 weeks in advance of your defense
- Email the Academic Administrator 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 for format review (it is recommended that you upload the document prior to the defense to enable enough time to make changes/corrections). 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
- Take the Engineering Action form to your Final Defense and have it signed by the Graduate Coordinator and return to the Academic Administrator

After the Defense

- Upload the final version of the thesis/dissertation through the ETD website for final approval
- Send one copy of your thesis to the Department of Chemical and Petroleum Engineering
- Fill out the Graduation Address/Placement Update Form. (found online under the ChE Department website or in the main office, 1249 Benedum Hall)
- After your thesis has been approved take the following to the Engineering Administration Office, 749 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 Engineering Administration Office signs your Engineering Action Form return a copy to the ChE Office

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