

# PhD Program Checklist

- Satisfactory completion of four core courses, usually during first year in residence, comprises the “Preliminary Exam”.
- Conduct research, select Comprehensive Exam committee members, prepare comprehensive report, schedule thesis defense.
- Defend comprehensive exam before or during seventh term in residence; obtain committee signatures on Comprehensive Exam card and on Application for Candidacy.
- Submit signed Comp card and Application for Candidacy to GPA.
- Application for Candidacy must be approved at least 8 months before dissertation defense. If Application for Candidacy is submitted less than 8 months before defense, research advisor must submit a written request for a waiver to the Dietrich School Graduate Dean at 5141 Sennott Square.
- PhD dissertation committee must include 3 members from the department and one outside member. The outside member must either be University of Pittsburgh Graduate Faculty (<http://www.ir.pitt.edu/gradfac/homepg.htm>), or the “outside” committee member must provide a Full CV to attach to your Application for Candidacy, before it can be submitted to the Dean’s office for approval.
- At least once per year you must meet with your Comprehensive Committee or Dissertation Committee to review your research objective and your plan of procedure.
- Apply for graduation at 5141 Sennott Square in the term you plan to complete your degree. (At the beginning of each term, all Chemistry grad students will receive notification when graduation application documents are available for pickup at the Dean’s office). If you do not complete the requirements in that term, you will be required to apply again in the term in which you graduate.
- You must register for at least 1 credit (or FTDB 3999 – 0 credits) in the term in which you will graduate.
- Register for the seminar course (2190, 2290, 2390 or 2490) in your area of specialization during the term, or within one year, of the graduation term. Do not register for this course more than once. If you have questions about registration, please talk to GPA.
- Select proposal committee: prepare proposal and schedule proposal defense meeting. Obtain proposal committee signatures at proposal defense meeting.
- Submit signed and dated proposal defense card to GPA.
- If a change to the members of your dissertation committee is required, complete a Change of Committee form before you defend. See GPA to obtain the form.
- Contact Mary Beth, [chembldg@pitt.edu](mailto:chembldg@pitt.edu) or 412-624-5521, to reserve a room for the defense.
- Announce your presentation within the department. Contact the GPA in the main office to give the information for posting and to notify the University Times and the dean’s office.
- Submit electronic thesis to PITT ETD website: <http://www.pitt.edu/~graduate/etd/>
- Upon satisfactory completion of your PhD dissertation defense and revisions to your dissertation and ETD, obtain signatures on the card and submit the signed card to Christie.
- If you must leave the program before you graduate, you may apply for a leave of absence for a period of up to two years.