

## PhD Program Checklist

- \_\_\_\_\_ Satisfactory completion of 12 credits of approved graduate level courses.
- \_\_\_\_\_ Complete preliminary exam before the end of the third term in residence.
- \_\_\_\_\_ Complete comprehensive exam before end of sixth term in residence; obtain committee signatures on Comprehensive Exam card and submit to the Chemistry Department Graduate Administrator (Ms. Christie Hay).
- \_\_\_\_\_ Obtain committee signatures on the 'Application for Candidacy' form and submit the form to the Chemistry Department Graduate Administrator (Ms. Christie Hay). The form must be submitted and approved at least 8 months before the PhD dissertation defense. The PhD dissertation committee must include three graduate faculty members from the department and one outside member. The outside member must either be a University of Pittsburgh Graduate Faculty member (<http://www.ir.pitt.edu/gradfac/homepg.htm>), or the "outside" committee member must provide a full CV to attach to the 'Application for Candidacy' form, before it can be submitted to the Dean's office for approval.
- \_\_\_\_\_ Apply for graduation at the Graduate Dean's office (5141 Sennott Square) in the term in which the defense will occur and the degree will be completed. (At the beginning of each term, all Chemistry graduate students will receive notification when graduation application documents are available for pickup at the Dean's office.) If all the requirements are not met in that term, the candidate must apply again in the subsequent term in order to graduate.

### The PhD Defense

- \_\_\_\_\_ Register for at least 1 credit (or FTDB 3999 – 0 credits) in the term for graduation.
- \_\_\_\_\_ Register for the seminar course, CHEM 2x90 Seminar in Chemistry, in the term that the PhD defense occurs.
- \_\_\_\_\_ Contact the Chemistry Department Facilities Coordinator (Ms. Mary Beth Conroy, at chembldg@pitt.edu or 412-624-5521) to reserve a room for the defense.
- \_\_\_\_\_ Announce the thesis defense within the Department. Contact the graduate administrator, Ms. Christie Hay, in the main office to give the information for posting and to notify the University Times and the Dean's office.
- \_\_\_\_\_ Prepare PhD dissertation and submit an electronic version of the document to the PITT ETD website: <https://d-scholarship.pitt.edu/>.
- \_\_\_\_\_ Upon satisfactory completion of the PhD dissertation defense, obtain signatures on the PhD Defense card and ETD paperwork. Submit the signed card to the graduate administrator, Ms. Christie Hay, and the ETD paperwork to Sennott Square.

Note: If a change to the members of the dissertation committee is needed, complete a Change of Committee form before the defense. See the Chemistry Department Graduate Administrator, Ms. Christie Hay, to obtain the form.