Submission of a dissertation is part of the degree requirements for most graduating PhD/EDD students. It is the responsibility of the student’s Academic Center to ensure one has been submitted for each student; checking and approving the content; and for making sure it has been uploaded to the web in the proper format. This should all take place before the student has been certified to graduate and the Final Certification List is submitted to the University Registrar’s Office for processing and awarding the degree.

As soon as the degrees have been awarded, a report is generated for all students that have been granted Doctorate degrees. A copy of the doctorate report is sent to ProQuest at this time.

Steps for Processing to Proquest:

1. Receive student dissertation documents from the Academic Centers by the established deadline for the term.
2. Staff uses a system generated ‘Dissertation Report’ to ensure paperwork is received for each student.
3. Separate documents that are retained by the University Registrar’s Office:
   A. One copy of ETD approval confirmation sheet with ETD URL.
   B. Copy of receipt for processing fee -$85.00
   C. Copy of the Title Page
   D. Copy of the Abstract
4. Organize and check documents that are being sent to ProQuest: Remove all staples.
   A. Dissertation publishing agreement- Must be signed
   B. Copyright page- (UMI) this is optional, but if wanted, an additional $55.00 fee is necessary.
   C. Author’s discount page-optional, if wanted, have credit card information or money order only. (No personal checks)
   D. Title Page
   E. Abstract
      1. If the student has submitted a patent pending form, an approved patent approval signed by the Provost’s Office must be submitted to the University Registrar’s Office in place of the final dissertation documents.
      2. Patent pending dissertation documents will be submitted to the University Registrar’s Office by the student’s Academic Center at the end of the one year patent pending waiting period deadline. The University Registrar’s Office will then forward those documents to ProQuest following the outlined procedures listed here for dissertation
documents. **Exception:** There will be no separate ‘Dissertation Report’ included here. The packing slip serves as the identifier for these students because the graduation term and year are listed.

G. Packing Slip- a typed list of all the student dissertation documents that will be included in this shipment.
H. Updated Cover Letter
5. Package and send all documents to ProQuest per internal instructions.

Submission of a Master’s thesis is not mandatory for all Master’s degrees. If submitted, it is the responsibility of the student’s Academic Center for checking and approving the content; and for making sure it has been uploaded to the web in the proper format. This should all take place before the student has been certified to graduate and the Final Certification List is submitted to the University Registrar’s Office for processing and awarding the degree.

As soon as the degrees have been awarded, a report is generated for all students that have been granted Master’s degrees. If a thesis has been submitted, staff will use the report to verify the student’s degree status before processing.

Honors College degrees require a mandatory thesis as one of the degree requirements. These students are identified by using the system generated ‘Diploma Order List’.

**Processing Steps for Comp-U-Com/Master’s Thesis/Honor’s College Thesis:**

**Master’s Thesis:**

1. Receive student thesis documents from the Academic Centers by the established deadline for the term.
2. Staff uses a system generated ‘Master’s Thesis Report’ to ensure graduation status for student’s submitting a thesis.
3. Separate documents retained by the University Registrar’s Office:
   A. One Copy of the ETD approval confirmation sheet with ETD URL.
   B. Copy of the Cashier’s receipt for binding fee-$20.00-Pitt Pay Page.
   C. Organize and check documents that will be sent to Comp-U-Com for binding and microfiche of the thesis. Remove all staples as you go.
   D. Copy of the Title Page
   E. Copy of the Abstract

**Honor’s College Thesis:**

1. Receive documents from the University Honors College by the established deadline for the term.
2. Staff uses a system generated ‘Diploma Order List’ to ensure paperwork is received for each student.

3. Separate documents retained by the University Registrar’s office:
   A. Receipt of the cost transfer showing payment to the Provost’s Office for $20.00 per number of students submitting a thesis.
   B. List of names of student’s for whom the $20 processing fee was paid.
   C. Copy of the ETD approval confirmation sheet with ETD URL per student.

4. Organize and check documents that will be sent to Comp-U-Com. Remove any staples.
   A. Title page
   B. Abstract page
   C. Copy of the ETD approval confirmation sheet with ETD URL per student.
      1. If the student has submitted a patent pending form, an approved patent approval signed by the Provost’s Office must be submitted in place of the dissertation documents.
      2. Patent pending thesis documents will be submitted to the University Registrar’s Office by the student’s Academic Center/Honors College at the end of the one year patent pending waiting period deadline. The Registrar’s Office will then forward those documents to Comp-U-Com following the outlined procedures listed here for thesis documents. **Exception:** There will be no separate Master’s Report included here. The packing slip serves as the identifier for these students because the graduation term and year are listed.
   E. Packing Slip- a typed list of each student submitting thesis documents that will be included in this shipment. List and identify “University Honors Thesis” separately on the packing slip.
   F. Updated Cover Letter
   G. Package and send all thesis documents to Comp-U-Com per internal instructions.

**Survey of Earned Doctorates (SED)**

All doctorate students must submit a SED survey. This process went completely web based as of December 2012. (There was a pilot program for a term or two prior which included PA-S graduates).

A copy of the report for earned doctorates is sent to NORC at the time of the award process. The company will use this to assure all students have electronically submitted their SED survey information.

**Any graduates information that must be passed on for those students paperwork previously held, i.e. patent pending must follow the old procedure below:**

An SED booklet must be turned in with the student’s dissertation documents. It must contain the student’s name on the front cover. Students are not required to provide all the required information in the survey booklet, and they are no longer required to sign them.
1. All survey booklets are packaged per internal instructions and sent to National Opinion Research Center (NORC).
2. Include a copy of the Dissertation Report.
3. Include a copy of the Dissertation Packing Slip.

The University of Pittsburgh’s Hillman Library takes care of archiving the dissertation and thesis information for our graduates. They will be sent a copy of the packing slips from ProQuest and Comp-U-Com along with copies of both cover letters.

The University Registrar’s Office will label and date the retained dissertations and thesis documents. These documents will be stored on site representing those documents that have been sent out for processing. They are kept for two years and then destroyed.

Updated (7-29-15)