**PMI Checklist to Schedule and Defend Your Thesis**

So, you’re preparing to defense your thesis, that’s wonderful! Below is a 3-part checklist that you, your mentor and your thesis committee chair should review and complete ***before*** you are permitted to move ahead further. If you have any questions about this, please contact Ms. DiGiacomo ([k.digi@pitt.edu](mailto:k.digi@pitt.edu))

**PART 1**

Have you completed all coursework requirements for the PMI? Check with Ms. DiGiacomo if you are unsure.

Have you received permission from your committee (per the Thesis Committee Report Form) to write your thesis? Again, check with Ms. DiGiacomo to ensure that your report form is on file.

Do you have a first-author, original research publication (i.e., not a review or commentary) from your graduate thesis laboratory? \*Please note: this publication **must** be “accepted” – simply having a paper “in submission” is not acceptable.

***Before moving to Part 2, please contact the PMI Program Director and discuss your plans. DO NOT move on until you have had your meeting.***

**PART 2**

Did you visit the [SOMGRAD graduation website](https://somgrad.pitt.edu/current-students/graduation/phd-graduation) to check the timeline for the term you are planning to defend?

If you are planning a hybrid defense, please contact Ms. DiGiacomo for the Zoom link and assistance with the online portion.

Do you need help scheduling a room for your defense? Contact Ms. DiGiacomo for BRDG2 or Ms. Kuo ([cak94@pittl.edu](mailto:cak94@pittl.edu)) for the BST or the new Assembly Building in Shadyside.

At least 4 weeks before you want to schedule your defense, fill out the online [Dissertation Defense Information Form](https://somgrad.wufoo.com/forms/som-dissertation-defense-information/) and include both the physical location and the Zoom Link for your defense.

Did you register for the **required** Electronic Theses and Dissertations (ETD) Workshop? [Click here](https://pitt.libcal.com/calendar/today/?cid=2274&t=d&d=0000-00-00&cal=2274&ct=26795,49968&inc=0) to register now.

**PART 3**

Write! Write! Write!

Submit your fully written thesis to all members of your thesis committee no later than 2 weeks ***before*** your scheduled defense date.