

## MASTERS APPLICANTS

### **December 2013 GRADUATION – A&S DEADLINES AND REQUIREMENTS**

*You Are Responsible For Reading The Following Information Regarding Graduation.*

*There is a Dietrich School Master's Degree Checklist included in your packet. You must submit everything on the checklist by the ETD deadline Date or you will not be certified for graduation.*

*Not following the deadlines listed below will jeopardize your graduation.*

**I. APPLICATION FOR GRADUATION:** Any student who plans to complete degree requirements in the **Fall Term** must fill out an application for graduation in the Office of Graduate Studies (5141 Sennott Sq.) by **August 30, 2013**. Students applying **after** this date through **September 30<sup>th</sup>**, are required to submit a late fee of **\$25** (checks or cash) with the application. **Applications will be accepted until November 22<sup>nd</sup> with a late fee greater than \$25 depending on when the application is submitted.** Students who applied for graduation in a prior term must reapply for the current term. Only the student's legal name may be used on the application (documentation supporting name changes must accompany the application).

**II. REGISTRATION REQUIREMENTS:** *Students must be registered for a minimum of one credit or, if needed, Full Time Dissertation Study (FTDS) in the term in which they graduate.*

**III. AREA OF CONCENTRATION (AC):** If your department has an approved AC, you may apply to have this appear on your transcript. **Clearly indicate the AC on your application for graduation in the space marked "AREA OF CONCENTRATION-STUDENT SUBPLAN."**

**IV. APPLICATION FOR RECEIPT OF CERTIFICATE:** Any student who expects to complete requirements for one of the Interdisciplinary Certificate Programs must follow the deadline dates for submission of the graduation application.

**V. ELECTRONIC SUBMISSION FOR MASTER'S CANDIDATES.** (Please refer to the templates on line at <http://www.pitt.edu/~graduate/etd/templates.html>) All candidates for the MA/MS degree must submit all supporting materials and upload their ETD to d-scholarship to the Graduate Dean's Office no later than **NOON on December 6, 2013**. **If you are unsure as to whether you must submit a thesis check with your departmental graduate administrator for guidance.**

- ☐ Follow the master's degree checklist included in this packet for all submission requirements for the degree

**VI. DIPLOMAS AND OFFICIAL TRANSCRIPTS:** Complimentary copies are expected to be mailed the week of **February 3, 2014** to the address on your application for graduation. However, *official transcripts* with degrees posted are available for purchase **January 13, 2014**, if you cannot wait for the batch process mailing. If an address change is needed after submission of the graduation application, you must make certain you update it in the Registrar's office.