MASTERS APPLICANTS

APRIL 2015 GRADUATION – A&S DEADLINES AND REQUIREMENTS

You Are Responsible For Reading The Following Information Regarding Graduation.

There is a Dietrich School PhD 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 requirements listed below could jeopardize your graduation.

I. APPLICATION FOR GRADUATION: Any student who plans to complete degree requirements in the SPRING Term must fill out an application for graduation in the Office of Graduate Studies (5141 Sennott Sq.) by January 16th. Students applying after this date through Friday, February 13th, are required to submit a late fee of $25 (cash or check) with the application. Applications will be accepted until March 27th with a varying late fee. 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 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 “MINOR/AREA OF CONCENTRATION.”

IV. APPLICATION FOR RECEIPT OF CERTIFICATE: Any student who expects to complete requirements for one of the Interdisciplinary Certificate Programs should fill out an application in 5141 Sennott Sq. by January 16th.

V. INCOMPLETE GRADES: All I and/or G grades including those not relevant to the degree program must be changed before the degree can be posted. Change of Grade cards must be sent by the instructor or departmental administrator to 5141 Sennott Sq., or the department must state in writing that the incomplete course(s) are not required for the degree.

VI. ELECTRONIC SUBMISSION FOR MASTER’S CANDIDATES. (Please refer to the templates on line at http://training.cssd.pitt.edu/thesisdissertationtemplates.htm) All candidates for the MA/MS degree must submit the following to the Graduate Dean’s Office by NOON on April 17, 2015. Check with your departmental graduate administrator to see if you are to deposit a thesis with the Dean’s Office.

☐ Follow the Dietrich Graduate School doctoral degree checklist included in this packet for all submission requirements for the degree.

VII. DIPLOMAS AND OFFICIAL TRANSCRIPTS: Complimentary copies are expected to be mailed the week of June 12th to the address on your application for graduation. However, official transcripts with degrees posted are available for purchase May 26th, 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.