PhD APPLICANTS

APRIL 2017 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 13, 2017**. Students applying **after** this date through Friday, February 17, are required to submit a late fee of $**25** (cash or check) with the application. **Applications will be accepted until March 31st 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 13. Applications received after that date will be subject to late fees. Applications will be accepted until March 31 with a varying late fee.**

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. CANDIDATES FOR THE PH.D. DEGREE-ELECTRONIC SUBMISSION: (Please refer to the templates on line at http://training.cssd.pitt.edu/thesisdissertationtemplates.htm) All candidates for the Ph.D. degree must submit the following to the Graduate Dean's Office in 5141 Sennott Sq. by NOON on April 14, 2017.

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

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VII. <u>DIPLOMAS AND OFFICIAL TRANSCRIPTS</u>: Complimentary copies are expected to be mailed the week of **June 19** to the address on your application for graduation. However, *official transcripts* with degrees posted are available for purchase **May 31**, 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.

VIII. <u>PREFERRED NAME ON DIPLOMA:</u> Students may request to have a preferred name printed on their diploma, by completing a Diploma Name Request Form. Students must hand in the form, in-person, to the Registrar's office at G-3 Thackeray with a valid photo ID; requests will not be accepted via email, fax, mail, or from a third-party.

Please note that students must continue to follow existing procedures for requesting changes to their legal name; the requested Diploma Name will <u>only</u> appear on the diploma, if it differs from the legal name. The transcript, which is considered a legal document, will still have their legal name on it.

Also note, the Registrar's Office is cautioning students to investigate the potential ramifications of using a Diploma Name instead of legal name if they intend on using their diploma internationally. Should the student go abroad and they need to change the name on the diploma, the Registrar will ask for their original back before they reordered a new diploma with their legal name on it.

As this involves only the diploma, students are still required to use their legal name on their graduation applications. Writing a preferred name on the graduation application will not result in the preferred name appearing on the diploma. They must submit the Diploma Name Request Form to G-3 Thackeray in person in order to change their diploma name.