

MASTER'S APPLICANTS

APRIL 2024 GRADUATION

DEADLINES AND REQUIREMENTS



[You are responsible for reading the following information regarding graduation.](#)

There is a Dietrich School Master's degree checklist among the April 2024 graduation materials. You must submit everything on the checklist by the deadline date or you will not be certified for graduation.

Not following the requirements listed below could jeopardize your graduation.

1. Application for Graduation

Any student who plans to complete degree requirements in the **spring term** must complete an online application by 5 PM on **Monday, April 1, 2023**. Applications are submitted in PeopleSoft ([follow these instructions](#)).

!! Important PhD Student Information !! If you are a PhD Student and are applying for a Master's degree you must notify the Graduate Studies office prior to applying in PeopleSoft. Email dsgsgrad@pitt.edu no later than March 25th with your Master's degree information.

- **Applications will be accepted until Monday, April 1st**
 - PhD Students applying for a Master's degree must email dsgsgrad@pitt.edu by March 25th
- 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)

2. Registration Requirements

Students must be registered in the term that they post all milestones, including prelims, comps, admission to candidacy, **and defense of thesis, dissertation, or MFA manuscript.**

3. Area of Concentration and Minors

If your department has an approved AOC and/or you have a minor, you may apply to have this appear on your transcript. Email dsgsgrad@pitt.edu with your AOC and/or minor information.

4. Application for Receipt of Certificate

Any student who expects to complete requirements for one of the Interdisciplinary Certificate Programs must complete an additional online application in PeopleSoft ([follow these instructions](#)).

5. 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. Grade change requests must be submitted through PeopleSoft or the department must state in writing that the incomplete course(s) are not required for the degree.

6. Required Paperwork

Please refer to the Masters graduation checklist for information on the required paperwork. ETDs* must be deposited to D-Scholarship and paperwork must be emailed to dsgsgrad@pitt.edu **by noon on Friday, April 5th**

**Check with your department's Graduate Administrator to see if you are to deposit a thesis with the Dean's Office.*

7. Diplomas and Official Transcripts

Complimentary copies are expected to be mailed the week of June 17th to the address in PeopleSoft. However, *official transcripts* with degrees posted are available for purchase May 31st if you cannot wait for the batch process mailing. If an address change is needed after submission of the graduation application, you must update it in the University Registrar's Office.

8. Preferred Name on Diploma

Students may request to have a preferred name printed on their diploma by completing a Diploma Name Request Form. Typically, the form must be delivered to the Registrar's Office in-person; during remote operations, the form should be emailed to graduation@registrar.pitt.edu

Please note that students must continue to follow existing procedures for requesting changes to their legal name; the requested Diploma Name will only 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 graduation@registrar.pitt.edu in person in order to change their diploma name.