AUGUST 2020 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 **SUMMER Term** must fill out an application for graduation by noon on **Friday, May 22nd, 2020**. All applications must be emailed to asgrad@pitt.edu. Currently, due to COVID-19 remote work, there will not be late fees assessed for graduation. **This may change throughout the summer if we are permitted back onto campus. Applications will be accepted until Friday, July 24th.** 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 in the term that they post all milestones, including prelims, comps, admission to candidacy, *and defense of thesis, dissertation, or MFA manuscript.*

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 and email it to asgrad@pitt.edu. **Applications will be accepted until July 24th with no extensions to this due date.**

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. 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.

VI. CANDIDATES FOR THE PH.D. DEGREE-ELECTRONIC SUBMISSION: (Please refer to the sample ETD online at https://etd.pitt.edu/sites/default/files/ETD_Template_Pitt.pdf). ETDs must be deposited to D-Scholarship by noon on Friday, August 7th. Accompanying ETD paperwork should be emailed to Abby Fite (alf189@pitt.edu) by the same date.

VII. DIPLOMAS AND OFFICIAL TRANSCRIPTS: Complimentary copies are expected to be mailed the week of Sept. 22nd to the address on your application for graduation. However, *official transcripts* with degrees posted are available for purchase **Sept. 4** 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. Typically, the form must be delivered to the Registrar's Office in-person; during remote operations, the form should be emailed to Linda Lieu (lieul@pitt.edu).

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 Linda Lieu (lieul@pitt.edu) in person in order to change their diploma name.