

**From:** [Fite, Abigail Lynn](#)  
**To:** [AS - Department Graduate Administrators](#); [AS - Directors of Graduate Studies](#)  
**Subject:** Reminder: Registration Requirements for Milestones  
**Date:** Monday, September 14, 2020 2:25:53 PM  
**Importance:** High

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Hi everyone,

I am writing with a friendly reminder about registration requirements for milestone completion. Students must be registered in the term that they complete all milestones, including the Master's comprehensive exam (CEM), the Master's thesis defense (TDM), the doctoral preliminary exam (PED), the doctoral comprehensive exam (CED), admission to candidacy (ACD), and the doctoral defense (DD). The only possible exception to this registration requirement is for the approval of the doctoral dissertation (DAD). In rare cases, students may be required to complete extensive revisions on the dissertation after the defense such that the dissertation is approved in a later term than it was defended. In this case and in this case only, *assuming that the student is still active in PeopleSoft*, students do not need to be registered to post the approval of the doctoral dissertation (DAD) milestone. (Each department should have a policy regarding how much time can pass between the dissertation defense and the dissertation approval; please share this policy with any students who are required to complete extensive revisions to ensure that they develop a compliant completion timeline.)

If students are not registered in the term that they complete a milestone, they will be required to retroactively register (which can be costly) or to re-complete the milestone in a future term. Both of these options have obvious drawbacks. To reduce undue stress and cost to our students and departments, please be sure that students are registered during all terms in which they complete milestones.

If you have any questions, please let me know.

Take care,

**Every day, we learn more about COVID-19. University of Pittsburgh experts are carefully monitoring this new knowledge and adjusting course in response. Please visit [www.coronavirus.pitt.edu](http://www.coronavirus.pitt.edu) often and consult <https://www.policy.pitt.edu/university-policies-and-procedures/covid-19-standards-and-guidelines> for the University's standards and guidelines.**

Abby Fite  
Coordinator of Graduate Student Services  
Kenneth P. Dietrich School of Arts and Sciences  
University of Pittsburgh  
5141 Sennott Square  
210 South Bouquet Street  
Pittsburgh, PA 15260  
T: 412-383-3427  
F: 412-624-6855  
E: [alf189@pitt.edu](mailto:alf189@pitt.edu)