

## TO ALL CANDIDATES FOR GRADUATION FOR THE CURRENT TERM

You have applied for graduation in the current term. Since each student is expected to accept the responsibility for the completion of degree requirements as prescribed in the Dietrich School of Arts and Sciences section of the Graduate and Professional Bulletin available on-line at <http://catalog.upp.pitt.edu/content.php?catoid=6&navoid=41>, the Office of the Dean of Graduate Studies would like to remind you of the minimum requirements for the completion of both the master's and doctoral degrees.

**ALL GRADUATE STUDENTS MUST BE REGISTERED IN THE TERM OF GRADUATION FOR AT LEAST ONE CREDIT OR FOR FULL-TIME DISSERTATION STUDY (FTDS). If you cannot register because you have inactive status, you must follow formal readmission procedures and register for one credit or if applicable and needed, FTDS, in order to be graduated.**

Graduate students are expected to:

- 1) be registered in accord with the program of study they are carrying;
- 2) be registered in the term in which they complete any graduate milestones;
- 3) be registered to check out books from the library, use inter-library loan, or request on-line database searches in the fall and spring terms, or to have Network Authorization Account for computer usage in any term;
- 4) be registered in order for the University to certify enrollment for deferment of loans;
- 5) be registered to satisfy immigration regulations (if an international student).

Graduate students should not expect to receive guidance and direction from members of the faculty unless they are registered.

### **MASTER OF ARTS, MASTER OF SCIENCE AND MASTER OF FINE ARTS DEGREES**

1. Must have full status (not provisional)
2. Passed comprehensive examination, evaluation, or the equivalent
3. Completed oral defense of thesis (when applicable)
4. Completed at least 24 credits or more if they are required for the degree with a QPA of at least 3.00
5. Completed four courses (12 credits) from the "2000" or "3000" series with a grade of B or above (excluding independent study, teaching credits and directed study)
6. Submit an etd and appropriate paperwork where required. Information about etds is available from the etd website: <http://www.pitt.edu/~graduate/etd/>

### **DOCTOR OF PHILOSOPHY DEGREE**

1. Passed preliminary examination or evaluation
2. Passed comprehensive examination
3. Admitted to candidacy
4. Passed oral defense of dissertation
5. Had dissertation approved by doctoral committee
6. Completed at least 72 credits (course work and research included) with a QPA of at least 3.00
7. Submit an etd and appropriate paperwork. Information about etds is available from the etd website: <http://www.pitt.edu/~graduate/etd/>

**IF YOU DO NOT COMPLETE DEGREE REQUIREMENTS BY THE END OF THE CURRENT TERM, YOU MUST RE-REGISTER AND COMPLETE ANOTHER APPLICATION FOR GRADUATION FOR THE TERM IN WHICH YOU EXPECT TO RECEIVE THE DEGREE.**

If you have any questions **after consultation with your graduate administrator and adviser** about graduation, degree requirements, or your status, please contact:

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