

SCHOOL OF EDUCATION

Master's Degree and Certificate Applicants

DECEMBER (2171) GRADUATION DEADLINES AND REQUIREMENTS

You are responsible for reading the following information regarding graduation. Not following the requirements listed below could jeopardize your graduation.

- I. **Application for Graduation:** Any student who plans to complete a degree or certification program in the Fall Term must submit an application for graduation to Shelly Kinsel (5500 Posvar Hall) by **Wednesday, September 7, 2016.** **With your application, you must also submit an approved Plan of Studies.**

***Students who applied for graduation in a prior term, but *did not graduate* must reapply for the current term.**

Only the student's legal name may be used on the application.

- II. **Registration Requirements:** Students must be registered for a minimum of **one credit** in the term in which they plan to graduate.

- III. **Incomplete Grades:** All I and G grades in required courses must be changed by the end of the term in order to qualify for graduation. Students are responsible for contacting their instructor to ask that a change of grade form be submitted to 5500 Posvar Hall.

- IV. **Complete the following requirements:**
 - a. Must have full status (not provisional)
 - b. Pass Comprehensive Examination (or equivalent requirement)

- V. **Candidates for the Master of Arts and Master of Science Degrees must also:**
 - a. Complete an IRB form (if required; consult advisor)
 - b. Be Admitted to Candidacy
 - c. Pass oral defense or thesis (as required in individual programs)

- VI. **Candidates Completing a Master's Thesis:** Contact Monique Eguavoen (mequavoen@pitt.edu) for instructions on Electronic Theses and Dissertations (ETD).

- VII. **Diplomas and Official Transcripts:** Diplomas and a complimentary copy of your official transcript indicating your degree are expected to be mailed the week of February 6, 2017 to the address on your application for graduation.

