

SCHOOL OF EDUCATION

MASTER' S DEGREE AND CERTIFICATE APPLICANTS

AUGUST (2177) 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 Summer Term must submit an application for graduation to Shelly Kinsel (5500 Posvar Hall). The first day to submit your application is **Monday, April 24, 2017**. 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.
- II. **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.
- III. **Transfer Credits:** Check with your academic advisor to make sure that courses accepted from another institution toward your degree have been transferred to your Pitt transcript.
- IV. **Complete the following requirements:**
- Must have full status (not provisional); no outstanding prerequisites
 - Pass Comprehensive Examination (or equivalent requirement)
- V. **Candidates for the Master of Arts and Master of Science Degrees must also:**
- Complete an IRB form (if required; consult advisor)
 - Be Admitted to Candidacy
 - 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 *September 28, 2017* to the address on your application for graduation.