

SCHOOL OF EDUCATION

Doctoral Applicants

DECEMBER (2012) 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 Lindsay J. Luce (5501 Posvar Hall) by **Wednesday, September 12, 2012.**

*Students who applied for graduation in a prior term and 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 or, if needed, full-time dissertation study (FTDG) in the term in which they plan to graduate.
- III. **Incomplete Grades:** All I and G grades in required courses must be changed before the degree can be posted. Students are responsible for contacting their instructor to request that they submit a change of grade form to 5500 Posvar Hall.
- IV. **The Following Requirements Must be Completed:**
 1. Passed preliminary examination
 2. Passed comprehensive examination
 3. Approval of Research by the Institutional Review Board (IRB)
 4. Admitted to Candidacy
 5. Passed oral defense
 6. Had dissertation approved by doctoral committee
 7. Completed at least 72 course credits and 18 research credits (90 total)
- V. **Defense Deadline:** Final date to defend Dissertation is Monday, December 3rd, 2012.
- VI. **Candidates for the EdD & PhD degree:** All candidates for the EdD & PhD degree must submit the following to Lindsay J. Luce (5501 Posvar) no later than NOON on **Monday, December 10th, 2012.**
 1. ETD approval form signed by all committee members
 2. Uploaded file to ETD submission page, **formatted correctly with all appropriate bookmarks and hyperlinks.** Email Lindsay Luce after upload is complete at lluce@pitt.edu. **Your ETD will be carefully reviewed to ensure it adheres to University formatting requirements, and Lindsay will contact you regarding any revisions needed.)**
 3. Three copies of the abstract initialed in top right corner by advisor. Abstract must be double-spaced.
 4. Three copies of the title page.
 5. Completed Survey of Earned Doctorate
 6. Completed and signed ProQuest Dissertation Agreement (pages 4 and 5 required) with money order attached **IF** U.S copyright, Open Access Publishing, or dissertation copies are desired.
 7. Receipt for processing fee; (**pay \$85.00 in the Student Payment Center in G-7 Thackeray Hall**)
- 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 1st to the address on your application for graduation.