Graduating check list

Your “Application for Candidacy” must be approved no later than 8 months before your defense. If you do not have the approved 8-month time limit, you must have your advisor write a memo for a waiver to the Arts & Sciences Graduate Dean at 5141 Sennott Square.

You must have 3 members from the department and one outside member. This member must be a member of the Graduate Faculty (http://www.ir.pitt.edu/gradfac/homepg.htm). If you are using an outside Pitt person, you must attach a FULL CV to your “Application for Candidacy” before it can be sent to the Dean’s office for approval.

Make sure you apply for graduation at 5141 Sennott Square. The Graduate Program Administrator (GPA) will send an email to all students advising the graduation application is ready for pickup at the Dean’s office at the beginning of each term.

You must be registered for at least 1 credit or 3999 – 0 credits in each and every term that you think you will be graduating.

You must be registered for the seminar course (2190, 2290, 2390 or 2490) during the term, or within one year, of the graduation term. This is the course you sign up for when you are planning on defending your Ph.D. thesis.

Make sure GPA receives your signed proposal and dissertation card before the graduation deadline. If he/she does not have this information, you cannot be certified to the Dean’s office that you have completed all requirements for your degree and may not graduate.

If you change ANY members of your dissertation committee you MUST fill out a “Change of Committee” form before you defend. See GPA for this form.

You must also reserve a room for your defense on the web and post your abstract before a room will be reserved for your defense. (http://www.chem.pitt.edu/p.php?pid=88)

Check with GPA to see if you have met all requirements for your Ph.D. degree before leaving the university.

If for some reason, you leave before you graduate. You must make sure you register for at least 1 credit a year. If you have not been registered for over a year, you will need to be readmitted into the program.