

# SCHOOL OF EDUCATION

## Master's Degree and Certificate Applicants

### December (2181) 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 (5500Posvar Hall) by **NOON on Friday, September 15, 2017** in order to avoid a late fee. **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 before 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 Shelly Kinsel in 5500 Posvar Hall.
- IV. **Complete the following requirements:**
- Must have full status (not provisional)
  - 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 Marjie Schermer ([mks32@pitt.edu](mailto:mks32@pitt.edu)) for instructions on Electronic Theses and Dissertations (ETD).
- VII. **Diplomas and Official Transcripts:** Diplomas are expected to be mailed the week of January 29, 2018 to the address on your application for graduation.