**Graduation**

**CONTENT SUMMARY**

* GSPH (school-wide) graduation coordination
* Departmental graduation coordination
* Grade change requirements
* Resolution of graduation-related problems
* Transcripts and diplomas

***The GSPH Student Affairs graduation coordinator, the Epidemiology Student Services staff, faculty advisors/committee chairs and students must work collaboratively to ensure that graduation preparation is sufficient. However, it is each student’s responsibility to review and act upon all instructions on the GSPH website, e-mail correspondence from the Student Services staff and advice from faculty to ensure s/he will meet all graduation requirements at both the departmental and GSPH levels by the specified deadlines.***

**GSPH (school-wide) graduation coordination**

* Graduation information for each degree program, eligibility requirements, graduation application forms, and other instructions are available on the [GSPH website](http://www.publichealth.pitt.edu/interior.php?pageID=3290).
* Most graduation forms and instructions are available online on the [GSPH website](http://www.publichealth.pitt.edu/interior.php?pageID=3290).
* All GSPH students must apply to graduate in one of these four cycles:
* June
* August
* December
* April
* The GSPH Graduation Coordinator is Joanne Pegher (pegher@pitt.edu). Joanne is responsible for:
* Receiving graduation application from students, and forwarding application copies to the departments to notify them of student graduation plans.
* Reviewing hard-copy **MPH** **essays** from students to check for appropriate formatting and for University retention. Appointments should be made by students to meet with Joanne to ensure formatting meets University standards prior to finalizing their research documents.
* Reviewing **MS** **theses** and **dissertations** with individual students to ensure they are properly formatted before they are uploaded via the **University electronic thesis and dissertation (ETD) system** for University retention**.** Appointments should be made to meet with Joanne to ensure formatting meets University standards prior to finalizing their research documents.
* Ensuring all graduating students complete a [GSPH Exit Survey](http://www.publichealth.pitt.edu/interior.php?pageID=285).
* Helping to resolve graduation related problems.
* Certifying on behalf of GSPH to the University Office of the Registrar that students are qualified to graduate.

**Departmental graduation coordination**

* The Student Services staff is responsible for:

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* Reminding students via e-mail **(academic advisors are copied)** to follow these procedures to ensure a smooth transition to graduation:
* Generate an unofficial record of coursework taken and grades earned to date (Degree Progress Report) through their PeopleSoft Student Centers.
* Make appointments with their academic advisor to confirm graduation readiness, by discussing their Degree Progress Report and the [**Graduation Checklist**](http://www.epidemiology.pitt.edu/handbook_FAQFormsAndDocuments.asp) for their program, based upon the year of their matriculation.
* E-mail or make an appointment to meet with the Student Services staff to reconfirm all program and departmental requirements have been met and all necessary paperwork has been submitted. This is not required, but it is recommended.
* Certifying on behalf of the Department of Epidemiology, that students have met all program graduation requirements

**Grade change requirements**

* Student “I” (incomplete) and “G” (incomplete due to personal extenuating circumstances) grades must be changed prior to certification for graduation.
* Students should discuss these grade changes with the Student Services staff and their academic advisors.

**Resolution of graduation related problems**

* Students should discuss departmental graduation issues or obstacles to graduation with their academic advisors, the Student Services staff and the GSPH Graduation Coordinator.

**Diplomas and transcripts**

* Diplomas are mailed to students approximately six weeks after their graduation dates. More information about diplomas is available on the [University Registrar’s website](http://www.registrar.pitt.edu/diplomas.html).
* A description of information that appears on final transcripts is available on the University [Registrar’s website](http://www.registrar.pitt.edu/transcripts.html).
* More information about University of Pittsburgh graduation protocol, including graduation calendars and Graduation Central (where detailed instructions are provided to all students planning to graduate) is available on the [University Registrar’s website](http://www.registrar.pitt.edu/graduation.html).

[**GSPH Convocation**](http://www.publichealth.pitt.edu/interior.php?pageID=132)

* GSPH holds a Convocation at the end of the spring term (late April or early May) to honor the graduates of that academic year (the previous June, August, December and April). Graduates are required to wear academic regalia and are recognized individually on stage by the GSPH Dean, department chairs, and others.
	+ A reception for all attendees follows the Convocation
* To be eligible to participate in Convocation:
* **Doctoral students** must have completed all degree requirements before the end of spring term
* **Master’s students** who plan to graduate as late as the June after Convocation may participate only if their academic advisors submit a memo to the GSPH Assistant Dean for Student Affairs, Mary Derkach (derkach@pitt.edu) confirming that they will complete degree requirements before the end of June.

[**University of Pittsburgh Commencement**](http://www.publichealth.pitt.edu/interior.php?pageID=133)

* Commencement takes place in early May at the Peterson Events Center. GSPH students may choose to participate in this event, in addition to the GSPH Convocation. Students must have graduated in that academic year (the previous June, August, December or April). Graduates are required to wear academic regalia.
* To be eligible to participate the University of Pittsburgh’s Commencement, **Doctoral students** must have completed all degree requirements by the end of April.