
Spring 2009 CONVOCATION DEADLINES for Humanities Graduate Students

If you plan to graduate in **June**, please note the following instructions and important deadlines. Failure to adhere to these directions may make you ineligible to graduate.

If you have any questions regarding the information below, please contact Miranda Swanson, Associate Dean of Students, at 773/702-8498 or by email at miranda@uchicago.edu.

APRIL 3 – DEGREE APPLICATION

A completed degree application must be submitted on-line through your cMore account by **5:00 p.m. CST on Friday, April 3**. Students who cannot access cMore should contact the Associate Dean of Students prior to the degree application deadline for assistance. Students should be sure their anticipated graduation date is correct in cMore before completing the degree application. Requests to submit degree applications after the deadline will be denied.

Ph.D. Students – You must be registered in either Advanced Residence or Extended Residence during the quarter you plan to graduate. This includes summer quarter. Doctoral students are assessed a one-time \$55 Dissertation Fee in the first quarter in which a degree application for the PhD is filed. Students should visit the website of the University's Dissertation Office to review requirements and submission deadlines: <http://phd.uchicago.edu>.

M.A. or M.F.A. Students – As long as you have fulfilled the course requirements for your program and do not have to take any courses during the current quarter, you do not have to be registered in the quarter you graduate.

Incompletes – Students with more than two incomplete requirements should not apply for a degree this quarter.

MAY 1 – WITHDRAWAL DEADLINE

Withdrawing A Degree Application – Students may withdraw a previously submitted degree application without penalty until **4:30 p.m. CST on Friday, May 1**. Students may withdraw the degree application in cMore through the end of the first week of the quarter. After that students who wish to cancel a degree application must contact the Associate Dean of Students. Students who cancel a degree application after the fifth week of the quarter will be assessed a \$50 cancellation fee, regardless of the reason for cancellation.

MAY 1 – NAME CHANGES

If you would like your name to appear *differently* on your diploma than it currently appears in official University records (e.g., by *adding* your middle name or middle initial), you must submit a notarized name change form to the Registrar's Office by **Friday, May 1**. You may obtain the name change form and have it notarized for free in the Registrar's Office.

MAY 1 – DEGREE VERIFICATIONS

If the university does not have final transcripts showing your degrees from the colleges or universities you listed on your degree application, you will need to submit an official transcript verifying these degrees by **Friday, May 1**. You can check with the Dean of Students Office to find out if all of your prior degrees are on record.

MAY 1 – CONVOCAATION MAILING

The Registrar's Office will mail information about Convocation attire and times to the address that you provided on your degree application. If you do not receive this information, you can contact the Registrar's Office at 773/702-7891 or check their website at <http://convocation.uchicago.edu>.

PRIOR TO MAY 29 – OUTSTANDING COURSES/REQUIREMENTS FROM PRIOR QUARTERS

Any incomplete courses, M.A. papers/theses, exams, language requirements from previous quarters must be finished sufficiently in advance of Friday, May 29 for your department to submit **final grades** to the Registrar's Office by this date. Note: provisional grades are **NOT** permissible for outstanding coursework from previous quarters.

MAY 29 – TUITION/FEE DEADLINE

You **must** have all restrictions cleared and have a zero account balance with the Bursar's Office by **Friday, May 29 at 3:00 p.m.** **NOTE: Students who have outstanding balances may not be allowed to graduate.**

MAY 29 – CONVOCAATION ATTENDANCE

If you indicated on your degree application that you would attend convocation but have since changed your plans, or if you indicated that you would not attend but now will be attending, **you must inform the Dean of Students Office by Friday, May 29.** If you will not be attending convocation, the Registrar's Office will mail your diploma to you, but you must provide a diploma mailing address

PRIOR TO JUNE 5 – PROVISIONAL GRADES DUE FOR CURRENT QUARTER

If the courses you are currently taking this quarter are necessary to complete your degree requirements, you should inform your professors in the beginning of the quarter that you expect to receive your degree in the current quarter and that the Registrar's Office will be asking for provisional grades by **Friday, June 5.** In other words, you should arrange with your professors to complete any necessary coursework in a timely manner so that they have sufficient time to grade your work and submit a provisional grade no later than **Friday, June 5.**

CONVOCAATION TICKETS

Tickets are not required for Spring Convocation. Seating is on a first-come/first-served basis. For detailed information, please visit <http://convocation.uchicago.edu>.

JUNE 12 – CONVOCAATION

Convocation for students in the Division of Humanities will be held on **Friday, June 12 at 2:30 p.m.** in Harper Quadrangle. For more information about the ceremony, please visit <http://convocation.uchicago.edu>.