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## Summer 2009 CONVOCATION DEADLINES for Humanities Graduate Students

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If you plan to graduate in **August**, 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](mailto:miranda@uchicago.edu).

### **JUNE 26 – DEGREE APPLICATION**

A completed degree application must be submitted on-line through your cMore account by **5:00 p.m. CST on Friday, June 26**. 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.

### **JULY 24 – WITHDRAWAL DEADLINE**

**Withdrawing A Degree Application** – Students may withdraw a previously submitted degree application without penalty until **4:30 p.m. CST on Friday, July 24**. 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.

### **JULY 24 – 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, July 24**. You may obtain the name change form and have it notarized for free in the Registrar's Office.

### **JULY 24 – 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, July 24**. You can check with the Dean of Students Office to find out if all of your prior degrees are on record.

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#### **JULY 24 – 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 AUGUST 14 – 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, August 14 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.

#### **AUGUST 14– TUITION/FEE DEADLINE**

You **must** have all restrictions cleared and have a zero account balance with the Bursar's Office by **Friday, August 14 at 3:00 p.m.** **NOTE: Students who have outstanding balances may not be allowed to graduate.**

#### **AUGUST 14 – 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, August 14.** 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 AUGUST 21 – 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, August 21.** 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, August 21.**

#### **AUGUST 24 – CONVOCAATION TICKETS**

Each participant in Convocation receives four (4) tickets. Tickets can be picked up in the Dean of Students Office beginning on **Monday, August 24.** If you need additional tickets, you should contact the Dean of Students Office at 773/702-8498 or by email at [miranda@uchicago.edu](mailto:miranda@uchicago.edu) to be put on the waiting list. Extra tickets are limited and are distributed on a first-come, first-served basis, so it is best to call early. Also, please do not request extra tickets unless you are sure that you will need them.

#### **AUGUST 28 – CONVOCAATION**

Convocation will be held on **Friday, August 28 at 3:00 p.m.** in Rockefeller Chapel. For more information about the ceremony, please visit <http://convocation.uchicago.edu>.