Graduation

Pitt Public Health student graduation is coordinated primarily by the school-wide Student Affairs Office. However, students, faculty and Epidemiology Student Services staff members also play roles in ensuring all requirements are fulfilled and documented.

Complete details concerning the school-wide graduation process are available on the Pitt Public Health Web site. A brief summary of the process from both school and departmental perspectives is provided below.

<table>
<thead>
<tr>
<th>STUDENT AFFAIRS GRADUATION &amp; CLASS SCHEDULE COORDINATOR</th>
<th>PHONE</th>
<th>E-MAIL</th>
<th>CAMPUS ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joanne Pegher</td>
<td>(412) 624-3005</td>
<td><a href="mailto:jpegher@pitt.edu">jpegher@pitt.edu</a></td>
<td>114 Parran Hall</td>
</tr>
</tbody>
</table>

Note:
Students must fulfill both school and departmental core course requirements prior to graduation. These requirements may be modified over time by Pitt Public Health or the department, or as specified by school accreditation organizations. Students should contact the school Graduation Coordinator or the Epidemiology Student Services staff with questions.

Students are generally subject to the course requirements in place at the time of their matriculation.

- **Student graduation responsibilities**
  - Each student is responsible for reviewing all information provided by Student Affairs and the Epidemiology Department, observing posted deadlines, and submitting all required documents, as well as contacting the Graduation Coordinator and the Epidemiology Student Services staff to ensure graduation readiness/resolve any outstanding graduation related issues.
  - Students not assuming the responsibilities identified above may jeopardize their ability graduate in the term of their choice.

- **Graduation application**
  - Students must obtain and complete an Application for Graduation from the Pitt Public Health intranet to initiate the graduation process, after conferring with their advisors.
o Students who apply for graduation but do not finish requirements in the term for which they apply must re-apply for graduation in another term.

- The Student Affairs Office and the Epidemiology Student Services Offices must be notified if applicants change graduation plans.

### Graduation dates

- Graduation is held four times during the academic year:
  - April
  - June
  - August
  - December

- MD/PhD program students may graduate from the Epidemiology PhD program before they earn their MD degree.

### Graduation Central

- **Graduation Central** is the University’s vehicle for communicating with students about graduation regalia, invitations, etc.

### Epidemiology Department graduation information

- A detailed e-mail with instructions and links to departmental requirements and recommendations are forwarded to students once the Student Services Offices receive copies of graduation applications from the Student Affairs Office. Please contact the Student Services staff for a copy of the message if you wish to review it, or for assistance.

- Students who wish to meet with the Student Services staff to confirm graduation readiness/outstanding requirements may make appointments with the staff. They should first download and complete the appropriate [Department of Epidemiology Graduation Checklist](#) (for their program and the year they matriculated) to prepare for the meeting. Completed checklists should be brought along when meetings are scheduled.

- Lori Smith, Student Affairs Manager and Program Administrator, finally certifies all students for graduation on behalf of the department.

### Pitt Public Health graduation requirements (all students)

- Registration for at least 1 credit in the term of graduation to retain required active status, or for FTDR (Full Time Dissertation Research) 3999.
Full, not provisional status (all prerequisite course work and experiences completed)

Completion of all formal coursework (Refer to Doctoral & Master’s Degree Programs sections of the Student Handbook)

- Master’s students – 30 or 45 credit minimum
- Doctoral students – 72 credit minimum

Submission of all necessary Report on Requirement forms to Student Services Offices

Change of “G” grades (given for work not completed due to extenuating circumstances) to letter grades

- Change must occur within one year after the term or session in which the course was taken
- Re-registration in course is required if more than one year has passed
- Refer to General Policies & Procedures section of Student Handbook for details.

Change of “I” grades (incompletes) by advisors to “S” (satisfactory) “N” (no credit) or “H” (honors). “I” grades not changed must be justified by advisors via a letter to the Student Affairs Office.

- Refer to General Policies & Procedures section of Student Handbook for further information.

Cumulative Grade Point Average (GPA) of at least 3.0

Submission of dissertation, thesis or essay

Completion and submission of all other required forms and documents

- Final transcripts & diplomas

  Approximately two weeks after month of graduation:
  - Degrees are applied to student records
  - Transcripts with degrees posted are available for pickup in Transcript Office, Thackeray Hall
  - Registrar’s Office begins mailing transcripts & diplomas

- Graduation ceremonies

  A Pitt Public Health Convocation and a University Commencement ceremony are held only in late April or early May each year. A
Celebration of Student Awards cocktail party is also held. Invitations will be received by mail.

- Students may choose to participate in either ceremony (or both) if they will graduate in April of the current academic year, or have graduated in June, August or December of the previous year.

  MS students who plan to graduate in June (2 months after April of the current year). Doctoral students who wish to graduate in June (after April of the current year) must be finished with all their requirements, including submission of their final electronic dissertations and all required documents to the school’s graduation coordinator by a date specified by Student Affairs. More information about this may be requested from the coordinator.

- Additional details and deadlines involving Convocation are communicated by the Student Affairs Office and Epidemiology Student Services.

- The Department of Epidemiology facilitates a Celebration of Accomplishments event for all students in late spring term to recognize the achievements of our June, August, December, and April graduates and wish them the best as their career paths unfold.