Doctoral Student Process

Effective Fall 2020

Doctoral student is admitted

Class: 20
Program Code: DOC (etc.)

1 Department creates student in S3 or adds doctoral degree to existing student

Time to Complete window starts
(10 years from date of doctoral matriculation)

2 Doctoral student completes all degree requirements except for thesis/ dissertation

3 Student submits **All But Dissertation Agreement** to their advisor, declaring either *In Residence* or *In Absentia*. The department submits the completed form to the University Registrar's Office.

In Residence

3a Program Code changed to ABR (or other, depending on location) [1, 3]

Financially supported?

YES

Student is registered for minimum full-time courseload each semester.

Tuition: normal rate[1]
Enrollment Status: E1
Fees: Tech/Transportation/Activities

Optional: Student decides to switch to *In Absentia*, submits **All But Dissertation Status Change** form to URO

Go to Step 3b

Form should be submitted by semester Add Deadline

NO

Student registered either full-time or part-time. Must be registered for at least minimum part-time courseload.

Note: Doctoral students must be registered full-time for at least one academic year.

Tuition: normal rate[1]
Enrollment Status: E1
Fees: Tech/Transportation/Activities[2]

4a **Student ready to defend.** Department registers student for final semester course, for appropriate number of units (36 or 5).

Student should *not* be registered for any other courses.

In Absentia

3b Program Code changed to ABS (or other, depending on location)[4]

Tuition: 0

Enrollment Status: AB

Not reported as an enrolled student.

May *not* receive financial support from department/university.

International students should consult with OIE to see if they are able to become ABS.

Optional: Student decides to switch to *In Residence*, submits **All But Dissertation Status Change** form to URO

Go to Step 3a

Form should be submitted by semester Add Deadline

4b **Student ready to defend.** Department submits All But Dissertation Status Change form to URO (by semester Add Deadline)

Program Code changed ABR[3]/ABF or ABO (see below for details)

Department registers student for final semester course, for appropriate number of units.

Student should *not* be registered for any other courses.

ABR/ABF: *In Residence* / **Limited Time On-Campus Defense**

- ABF (Limited-Time On-Campus Defense) is for students who return for a short period (<10 days) to defend thesis. Currently Pittsburgh only.
- **Financially supported:** ABR[3] *(only for students registered for ≥36 units)*;
- **Not financially supported:** ABF or ABR
- **Enrollment status:** E1
- **Tuition:** Normal rate
- **Fees:** Tech/Transportation/Activities (ABR[3]); Tech only (ABF)
- **Units:** 36 (ABR[3]) or 5 (ABR) or 5 (ABF)
- Health insurance required for ABR only.

ABO: Offsite Thesis Defense

- Student will defend thesis without returning to campus *(e.g., via videoconference)*
- Not financially supported
- **Enrollment status:** E1
- **Tuition:** Flat rate assessment
- **Fees:** Tech
- **Units:** 5
- Health Insurance not required
- Program code AOP for Portugal *(proposed)*; AOT for Thailand *(proposed)*

5 **Student Defends Thesis**

Should be well in advance of certification deadline; by last day of classes at absolute latest.

Revisions/other work needed?

YES

6 If close to certification deadline and likely that student will not finish in time, department registers student for upcoming semester (and drops current semester courses for *In Absentia* students).

PhD Certification deadlines:

May: Day before Commencement

August: Friday before fall classes begin

December: Friday before spring classes begin

7 Final revisions/other degree requirements **submitted** and **approved**.

NO

8 **Final thesis approval and completion of all requirements**

Department **certifies** degree in S3.
Register student for departmental course / drop future semester registration if necessary.

This is the **degree completion date**.
Final semester is determined based on this date, not on thesis defense date.

9 Department submits **Doctoral Student Final Semester** form to URO.

10 URO processes form, adds course 01-999 Dissertation Complete (0 units) to student's schedule.

Student Accounts adjusts tuition if necessary, based on **degree completion date**. Fees are not adjusted.

Tuition Adjustment Deadlines:

100%: Sep 30 (Fall) / Feb 28 (Spring) / Jun 15 (Summer)
50%: Oct 31 (Fall) / Mar 31 (Spring) / Jul 15 (Summer)

- Tuition not adjusted after 50% deadline.
- Tuition adjustment not applicable to students in ABF/ABO program code or those registered less than full-time.
- Fees are not adjusted.
- Summer adjustment deadlines apply only to students switched from ABS to ABR (≥36 units) for the summer.

DONE!

[1] For summer semesters, students assigned program code GRR *(PRR for Portugal)* or IDR *(Internship)* are not assessed tuition or fees.

This includes final semester for students who were All But Dissertation *In Residence* for the previous semester.

Students who were All But Dissertation *In Absentia* in the spring who wish to finish in the summer as *In Residence* are changed to ABR/ABF and are assessed tuition *(but not fees)*.

[2] Activities fee only if registered for more than 18 units.

[3] ABV for Silicon Valley; ABP for Portugal in PGH; APP for Portugal; ABT for Thailand in PGH *(proposed)*; ATV for Thailand in SV *(proposed)*

[4] ASP for Portugal; AST for Thailand *(proposed)*

Carnegie Mellon University
University Registrar's Office

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