

Please submit your completed application as a **Word doc** (.doc and .docx) attachment to the CGS Graduation email ([CGSGRAD@pitt.edu](mailto:CGSGRAD@pitt.edu)). Other file formats, such as .pdf or .pages, will not be accepted. Remember to retain a copy of this document for your records.

# We will contact you at your Pitt e-mail if we find a problem with your graduation application.

If you have further inquiries about your application or if you add, drop, or withdraw from any classes, please send an e-mail to  
[CGSGRAD@pitt.edu](mailto:CGSGRAD@pitt.edu)

immediately to update your graduation application.

1. Please list the major(s), minor(s), and certificate(s) with which you will graduate. Failing to list one of these programs will remove it from your academic record if you have declared the omitted program.
2. Your **summer** term’s schedule of classes should be listed on page 3. If you are not taking any classes in your final term, please note “No classes” in the **Final Term Schedule** area.
3. All requirements must be completed by the end of the graduating term. If you have an incomplete grade (G or I), please be sure to work with your instructor to have the course completed in time. Failure to meet all requirements by the end of the graduating term will result in your removal from the graduation roster, and you will be required to reapply for the next graduation.
4. If you are graduating with a certificate not offered through the College of General Studies (e.g. UCIS, UA-S), you must go to the school or office that offers the certificate and fill out a separate graduation application by that school’s or office’s deadline.
5. IMPORTANT: You MUST earn at least 60 letter-grade credits at the University of Pittsburgh to be eligible for University Honors – cum laude, magna cum laude, or summa cum laude.

**Instructions for Completing Graduation Application** (for page 1)

* **Campus e-mail address**. This address will be used to notify the student of problems requiring immediate attention. **This address must be a Pitt e-mail address**.
* **Student name** must be an exact match with the name that appears in the PeopleSoft environment. Middle names may be expanded, shortened, or deleted altogether. If the graduation name is different from the name in PeopleSoft, the student **must** process a legal name change through the Registrar by providing legal documentation (birth certificate, marriage license, divorce degree, or a passport for international students). Students may include suffixes such as Jr, Sr, II, etc. The University does not include titles (e.g. Sister, Father, Dr., Esq.) on diplomas or transcripts.
* **Diploma mailing address** will be the student’s home address unless otherwise specified on the graduation application. The official diploma will be mailed approximately 45 days after the last day of the graduation term. Students with outstanding financial obligations to the University will not receive their graduation documentation until they have made acceptable arrangements with appropriate office.

**University of Pittsburgh Application for Graduation**

By typing my name below, I am electronically signing my application

PeopleSoft ID

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| Click or tap here to enter text. |  |

Graduation Term Graduation Date Pitt campus e-mail address Student Signature

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| 2217 |  | 8/2021 |  | Click or tap heret. |  | Click or tap |

Student Name (LAST name, FIRST name, MIDDLE name or initial)

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| Click or tap here to enter text. |

Diploma Mailing Address

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| Line 1: Click or tap here to enter text. | | | |
| Line 2: Click or tap here to enter text. | | | |
| Line 3: Click or tap here to enter text. | | | |
| Line 4: Click or tap here to enter text. | | | |
| City: Click or tap. | State or Province: Click or tap | Postal Code: Click or tap. | Country:Click or tap. |

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| **FOR ACADEMIC CENTER USE ONLY**   |  |  |  | | --- | --- | --- | | Student Program: | Student Plan: | Student Subplan: | | Student Program: | Student Plan: | Student Subplan: | | Student Program: | Student Plan: | Student Subplan: | | Student Program: | Student Plan: | Student Subplan: |  |  |  |  | | --- | --- | --- | | Graduation Coordinator Verification: Heather Bastian | Date: | Email Address: [CGSGRAD@pitt.edu](mailto:CGSGRAD@pitt.edu) | |

1

**Student Name PeopleSoft ID Phone Number**

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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Your Academic Plans**

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| **DEGREE** (Select a degree/plan from the drop down) | **PLAN** (If you have more than one plan for a degree option, please list all on one line and separate with a comma. If your major has a subplan, please include the subplan in parentheses next to the major.) |
| Choose a degree. | Click or tap here to enter your major, minor, certificate. |
| Choose a degree. | Click or tap here to enter your major, minor, certificate. |
| Choose a degree. | Click or tap here to enter your major, minor, certificate. |
| Choose a degree. | Click or tap here to enter your major, minor, certificate. |
| Choose a degree. | Click or tap here to enter your major, minor, certificate. |

2

**AUGUST GRADUATION CHECKLIST**

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| **LAST NAME FIRST NAME & MIDDLE INITIAL**  Click or tap here to enter text. Click or tap here to enter text. | **GRAD DATE:**  08/21 |
| **STUDENT PITT E-MAIL ADDRESS**  Click or tap here to enter text. | **PEOPLESOFT ID** Click or tap.. |

**SUMMER TERM SCHEDULE**

Student: Complete the unshaded columns

Shaded columns for Office Use Only.

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| **SUBJECT** | **COURSE TITLE** | | | | | | **FOUR-DIGIT CATALOG #** | | | | **OFFICE USE ONLY** | | | | | | | | **CREDITS** | | | **GRADE** | | **QP** |
| Subject | Course Title | | | | | | Catalog # | | | |  | | | | | | | | Credits | | |  | |  |
| Subject | Course Title | | | | | | Catalog # | | | |  | | | | | | | | Credits | | |  | |  |
| Subject | Course Title | | | | | | Catalog # | | | |  | | | | | | | | Credits | | |  | |  |
| Subject | Course Title | | | | | | Catalog # | | | |  | | | | | | | | Credits | | |  | |  |
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| Subject | Course Title | | | | | | Catalog # | | | |  | | | | | | | | Credits | | |  | |  |
|  |  | **The following sections are for Office Use Only.** | | | | | | | | |  |  | | | | | **TOTAL** |  | Total | | |  | |  |
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|  | | CR | GP | | GPA | CR | | GP | | GPA | | | CR | GP | | GPA | | | CR | | GP | | GPA | |
| PRELIMINARY | |  |  | |  |  | |  | |  | | |  |  | |  | | |  | |  | |  | |
| SECOND REVIEW | |  |  | |  |  | |  | |  | | |  |  | |  | | |  | |  | |  | |
| FINAL REVIEW | |  |  | |  |  | |  | |  | | |  |  | |  | | |  | |  | |  | |
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|  |  | CORRECTIONS | | | | | | | | |  |  | | | | |  |  | |  |  | | |  |
| DATE | | TERM | | DEPARTMENT | | | | | GRADE | | |  | | | | | | | | | | | | |
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| TOTAL | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | TOTAL CREDITS | | | LETTER GRADE | | | | G.P.A. | | | HONORS | | | INITIAL AND DATE | | | | | | | | | |
| PRELIMINARY | |  | | |  | | | |  | | |  | | |  | | | | | | | | | |
| SECOND | |  | | |  | | | |  | | |  | | |  | | | | | | | | | |
| FINAL | |  | | |  | | | |  | | |  | | |  | | | | | | | | | |
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PITT 1807 (103) GRADUATION CHECKLIST UMC63002, 63004-0208 3