



University of  
Pittsburgh

College of  
General Studies

Please submit your completed application as an attachment to Data Specialist Lisa Machi ([Machi@Pitt.edu](mailto:Machi@Pitt.edu)). 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 add, drop, or withdraw from any classes, please send an e-mail to [StudentRecords@AS.Pitt.edu](mailto:StudentRecords@AS.Pitt.edu) immediately to update your graduation application.

1. Please complete only the areas that have fillable fields except for those fields in the section on page 2 labeled **For Academic Center Use Only**.
2. 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.
3. Your **fall** term's schedule of classes should be listed on page 4. If you are not taking any classes in your final term, please note "No classes" in the **Final Term Schedule** area.
4. Incomplete Grades: If a G grade currently represents credits you need to graduate, you will be removed from the graduation roster. You will be notified if your name is removed from the roster, and you will be required to reapply for the next graduation.
5. **If you are graduating with a certificate not offered through the College of General Studies (e.g. Dietrich School, UCIS), 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.**
6. **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.**

**University of Pittsburgh**

**APPLICATION FOR GRADUATION**

PeopleSoft ID

National ID (last four digits only)

Graduation term

Graduation date

Pitt campus e-mail address

Student signature

Student name (Last name, Suffix, First name, Middle name or initial)

Diploma mailing address

Line 1:

Line 2:

Line 3:

Line 4:

City:

State or Province:

Postal Code:

Country:

FOR ACADEMIC CENTER USE ONLY		
Student Program	Student Plan	Student Sub Plan
Student Program	Student Plan	Student Sub Plan
Student Program	Student Plan	Student Sub Plan
Student Program	Student Plan	Student Sub Plan
Graduation Coordinator Verification	Date	E-mail Address

Student Name

PeopleSoft ID

Phone Number

National ID (last four only)

Degree BA, BS, BPhil	Major(s) - Academic Plan(s)	Official Minor(s)	Related Area
<b>College of General Studies Certificate(s) Only</b>			
1	2	3	

### Instructions for completing the GRADUATION APPLICATION

- Indicate the last four digits of the student’s national identification number for verification purposes.
- Indicate the appropriate graduation term (e.g. 2211, 2214, 2217).
- Indicate the two-digit month (e.g. 04, 05, 08, 12) and complete year of graduation.
- Indicate the student’s current **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 in G-3 Thackeray Hall by providing legal documentation (birth certificate, marriage license, divorce decree, 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 and complimentary official transcript 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.
- Graduation Coordinators should verify student eligibility for graduation then complete the **Student Program, Student Plan, and Student Sub Plan** fields as appropriate. The Graduation Coordinator should sign and date the application and include their University e-mail address. The e-mail address will be used to notify the Graduation Coordinator of problems preventing the processing of the application for graduation. PLEASE NOTE: A separate graduation application must be submitted for each academic center.

STUDENT PITT E-MAIL ADDRESS

GRADUATION CHECKLIST

PEOPLESFT ID

GRAD. DATE:

LAST NAME	FIRST	MIDDLE	NATIONAL ID # (LAST FOUR DIGITS)		
LOCAL STREET ADDRESS	CITY	STATE	ZIP CODE	LOCAL PHONE #	
PERMANENT STREET ADDRESS	CITY	STATE	POSTAL CODE	PERMANENT PHONE #	
			COUNTRY		

FINAL TERM SCHEDULE FOR FALL SPRING SUMMER

SUBJECT	COURSE TITLE	FOUR-DIGIT CATALOG #	OFFICE USE ONLY	CREDITS	GRADE	QP

Student: Complete the first three columns only.

Final four columns for Office Use Only.

The following sections are for Office Use Only. TOTAL

	FIRST MAJOR			SECOND MAJOR			RELATED AREA			MAJOR ADVISOR SIGNATURE(S)
	CR	GP	GPA	CR	GP	GPA	CR	GP	GPA	
PRELIMINARY										FIRST MAJOR
SECOND REVIEW										SECOND MAJOR
FINAL REVIEW										NON-DIETRICH PE

CORRECTIONS				OFFICIAL MINOR			CERTIFICATE			
DATE	TERM	DEPARTMENT	GRADE	CR	GP	GPA		CR	GP	GPA

				DEFICIENCIES		

TOTAL					
	TOTAL CREDITS	QUALITY POINTS	G.P.A.	HONORS	INITIAL AND DATE
PRELIMINARY					
SECOND					
FINAL					