

In most cases, All But Dissertation Status is not a legal status for International Students. International Students are required to consult their home departments and The Office of International Education to see if they qualify for All But Dissertation Status status.

Enrollment Services - The HUB

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Student ID Number: _____

Student Name: _____

College: _____

Department: _____

All But Dissertation Status, on campus or in absentia, according to the university policy:

I have read and understand the policies published on the back of this agreement. I hereby declare "All But Dissertation" status and acknowledge that completion of my dissertation must be realized within seven years or less (if my department or college policy is more restrictive).

I wish to be considered:

All But Dissertation _____ in residence

All But Dissertation _____ in absentia

Effective _____ semesters

Student Signature: _____ Date: _____

To Be Completed By Department Head or Dean Only

First admitted into doctoral program: _____
semester *year*

Student should be coded: ABD ABS
circle one

Dissertation time limit to begin: _____
semester *year*

Doctoral candidacy will lapse at the end of: _____
semester *year*

Dept. Head or Dean Authorization: _____ Date: _____

Enrollment Services Office Use Only

Program changed from: _____ To: _____ Initials: _____ Date: _____

Distribution: White: Enrollment Services Yellow: Dean Pink: Department Goldenrod: Student

Doctoral Candidate Policies for All But Dissertation (ABD)

The university has a series of policies that cover: a definition of ABD status, time limits on doctoral candidacy status, a definition of in residence and *in absentia* status for ABD candidates and the tuition charged for candidates in residence and candidates *in absentia*.

These rules apply to *all* graduate students, except those who were enrolled or on leave of absence as graduate students in the spring semester 1990. Each student to whom this exception applies shall continue to be governed by the policies of his/her department/college at the time of matriculation, unless the student wishes to opt for the current set of policies. Any student so doing will be subject to all the rules and conditions of these policies from the beginning of the semester of this option; any charges incurred prior to that date will be applicable. Under extraordinary circumstances, appeals of these charges may be made in writing to Enrollment Services.

ABD Status

After the completion of all formal degree requirements other than the completion of and approval of the doctoral dissertation and the public final examination, doctoral candidates shall be regarded as All But Dissertation (ABD). Achieving ABD status is verified by the candidate's home department. Once a student meets department criteria, ABD status must be certified by the department in writing to Enrollment Services.

Time Limit on Doctoral Candidacy Status

Once students achieve ABD status, their doctoral degree candidacy shall continue for a maximum of seven full academic years, unless terminated earlier by conferral of the degree, by academic or administrative action, or by a lapse of candidacy due to more restrictive department or college policy. At the expiration of the seven-year period, candidacy status shall lapse. Once candidacy has lapsed, the person may resume work towards a doctoral degree only if newly admitted to a currently offered doctoral degree program under criteria determined by that program.

Under extraordinary circumstances, such as military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean, defer the lapse of candidacy status for a period commensurate with the duration of that interruption.

In Residence Versus In Absentia

Once students achieve ABD status, they must choose whether to complete their dissertation in residence, *in absentia* under the current policies, or *in absentia* under the old policy (if they were enrolled in their doctoral program during the fall semester 1990).

A candidate *in absentia* must meet the specific criteria noted below. No candidate *in absentia* will be verified by the university as a "student" for immigration or loan purposes. ("Non-resident alien" students on J1 or F1 visas who became ABD must continue to follow Immigration and Naturalization Service (INS) regulations. The intent of INS regulations is that the student continues to pursue completion of the degree on a full-time basis under the jurisdiction of the university that will award the degree. In general, foreign students who enter ABD status are advised to remain in residence while they complete their degree. Questions about ABD status and visa requirements should be addressed to the Office of International Education.)

When a candidate decides whether to be ABD in residence or ABD in absence, he/she must complete a Doctoral Candidate Contractual Agreement form available from their academic department. The Agreement form declares the candidate's choice of following the current or old policy, if the old policy is an option, as well as whether the candidate wishes to be designated as in residence or *in absentia*. The Contractual Agreement form may be used several times; however, a candidate who has chosen to be *in absentia* must return for at least one semester of full-time status before qualifying for final semester tuition benefits for ABD candidates in residence.

ABD Candidates in Residence

ABD candidates in residence maintain student status and all consequent student privileges and must be enrolled for the number of units required by the policy of their home college. No ABD candidate in residence may be enrolled for less than five units, nor for fewer than thirty-six units if he/she receives full-time support paid by or administered by the university. ABD candidates in residence should consult their department or college policies regarding enrollment units within this range.

Final Semester Tuition for ABD Candidates in Residence

ABD candidates in residence shall, in the semester in which all degree requirements are completed, pay their college's full-time tuition pro-rated by the quarter of the semester, whether used fully or partially. Payment will be waived if all degree requirements are completed by the end of the first full month of the semester in which the degree is completed (for the

fall semester, September 30; for the spring semester, January 31; for the summer session, June 30). Doctoral candidates' departments shall notify Enrollment Services of the appropriate completion date. ABD candidates in residence who complete their final semester during the summer term will be assessed tuition according to the number of units registered for and, if necessary, pro-rated according to the same guidelines.

ABD Candidates in Absentia

An ABD doctoral candidate may, upon departmental certification thereof, be regarded as being *in absentia* when, and so long as, the following three conditions concur:

- ? The candidate has been enrolled as a full-time graduate student at Carnegie Mellon University for at least one academic year or up to two academic years if required by the student's home college. Part-time graduate enrollment may, at the department's discretion, be counted *pro-rata* toward one year of this total.
- ? The candidate does not receive a stipend predicated on his or her status as a graduate student or doctoral candidate and paid by or administered by the university whether teaching or research assistantship, scholarship or fellowship.
- ? The student does not require substantial use of university resources. Departmental certification of this condition shall be subject to guidelines established by the school or college.
- ? According to university guidelines, candidates in absentia may:
 - ? Obtain university health insurance.
 - ? Use university libraries.
 - ? Use the book and computer stores.
 - ? Use computing facilities only for department communications and for thesis text preparation.
 - ? Enter university buildings for faculty/student consultations.
 - ? Become regular university employees.
 - ? They may not:
 - ? Be employed with a graduate student stipend.
 - ? Buy parking permits.
 - ? Use the gymnasium.
 - ? Use Dining Service meal plans.
 - ? Use Campus Account services.
 - ? Live in university housing.
 - ? Use University Health Services.[1]

Enrollment Services will provide *in absentia* candidates with a sticker that provides identification for access to the library and other services permitted under the guidelines.[2]

Tuition/Fee Effects of In Absentia Status Including Final Semester

While an ABD candidate is *in absentia*, no formal enrollment or payment shall be required with one exception: An ABD candidate who is *in absentia* shall be required to pay five units of graduate study, or greater if required by college policy, based on their current school/college's tuition before the degree is conferred. Under extraordinary circumstances, an exception may be granted by petition. A petition should be made to the student's school/college's associate dean, who will forward it for consideration by Enrollment Services.

Employment of ABD Candidates In Absentia

As noted above, ABD candidates *in absentia* are extended only minimum access to university resources: "The candidate does not receive a stipend predicated on his/her status as a graduate student or doctoral candidate and paid by or administered by the university whether for teaching or research assistantship, scholarship or fellowship." An ABD candidate *in absentia* cannot be hired for work directly related to completing his/her dissertation and/or make substantial use of resources for work toward the doctorate as noted above. In order to be in compliance with these policies, the university's employment policies and the Internal Revenue Service, an ABD candidate in residence may only be hired for university employment as a regular employee and through the regular employment process.

Footnotes: [1] University Health Services is available only to currently enrolled students except in an emergency.

[2] An ABD candidate *in absentia* may be hired as an employee without switching to student status so long as the department certifies that the student is not hired for work directly related to his/her dissertation and that the student does not inappropriately make substantial use of resources for work towards the doctorate as noted above.