Doctoral Student Status and All But Dissertation Processing

Student Declaration
All But Dissertation status is intended for students whose only remaining requirements are the completion and defense of their thesis. Once a student meets the departmental criteria, the student and department MUST complete an All But Dissertation Status Agreement form and declare their intent to complete their dissertation either In Residence (‘ABD’ on campus) or In Absentia (‘ABS’ off campus). Students in the Portugal programs who plan to be in residence in Pittsburgh are (’ABP’ on campus) or in residence in Portugal (’APP’ on campus) or in absentia (’ASP’ for all locations).

All But Dissertation Status - In Residence (On Campus)
In Residence students remain on campus to finish their dissertation. They must register and pay for a minimum of 5 units each semester. Students receiving support of any kind through the university must be registered for a minimum of 36 units. The student’s department determines the number of units actually taken (5-48), following college and university policies. The student’s department is also responsible for ensuring that In Residence students are registered for the appropriate number of units each semester.

Enrollment
In Residence students enroll like all other students. They must meet all registration and payment deadlines (as listed on the official academic calendar). In Residence students are verified as full time students for loan deferment and third party verifications, provided they are registered and enrolled for the appropriate number of units each semester.

In Residence students may cross-register for courses through the PCHE Cross-Registration program. They must be registered for 36 units, prior to adding the PCHE course. Those students who are registered for only 5 units are not eligible to participate in the PCHE program.

Tuition Adjustments
If an In Residence student completes their dissertation before the end of the current semester, tuition charges for that semester may be adjusted, depending on the certification date. In Residence tuition will not be adjusted for students only registered for 5 units.

In Residence student tuition will be adjusted after the student has successfully defended their dissertation, and has been certified in S3 (or with the Doctoral Graduation Certification Form if the graduation certification deadline in S3 has passed) on or before the following dates:

<table>
<thead>
<tr>
<th>Semester</th>
<th>100% Tuition Adj.</th>
<th>50% Tuition Adj.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>September 30th</td>
<td>October 31st</td>
</tr>
<tr>
<td>Spring</td>
<td>February 28th</td>
<td>March 31st</td>
</tr>
</tbody>
</table>

Once the student has been certified for graduation, the department must submit a Doctoral Student Tuition Adjustment form to the University Registrar’s Office with the following information:
- Student name and Andrew ID and/or student ID card number
- Date student was certified (this is the date for the tuition adjustment if applicable) this is required
- Course number and number of units for which the student should have been registered
This form **must** be submitted for every Ph.D. student once they have been certified, regardless of whether or not they are eligible for a tuition adjustment. The student’s record will be adjusted to the appropriate tuition charge for that semester. Per the Doctoral Student Status Policy, fees will not be adjusted.

**All But Dissertation in Absentia (Off Campus)**

All But Dissertation students *in absentia* finish their dissertation off campus. They do not register for courses and are not assessed tuition (except for their final semester—see below). Students *in absentia* will be responsible for all applicable fees. (Currently, technology fee only). Students *in absentia* are not verified as students (either full time or part time) to loan agencies or outside organizations, and may not cross-register for classes through the PCHE program. Because they are not in student status, some international students cannot use *in absentia* student status. International students should contact the Office of International Education for more information. Students *in absentia* have limited access to university facilities, such as libraries and computer clusters. *In absentia* students are required to pay for a minimum of 5 units in their final semester.

**In Absentia Students in the Final Semester**

Students returning from *in absentia* to defend and complete their degree must have their program code changed from ABS to ABD using the All But Dissertation Status Change form after they have successfully defended their thesis. The student’s enrollment status will change from AB to R1/R3 (to facilitate payment tracking), the final course will added to their academic record and tuition will be assessed for the final 5 units. Any late penalty fee will be waived; however, the student is responsible for paying for the 5 units and any all other fees within the next billing cycle. When the student account is paid in full, the student’s enrollment status will then be changed from R1 (conditionally enrolled—owes a balance) to E1 (enrolled-paid in full).

Returning *In Absentia* students who will be supported by their department during their final semester **must** be registered for **36 units**, will be assessed the same as *In Residence* students and follow the same procedures and tuition adjustment schedules.

**Changing Statuses**

If a student wishes to change their status (from either *In Residence* to *In Absentia* or vice versa), the student must complete and All But Dissertation Status Change form found on the HUB website under the Forms and Guides link. Students who are *In Absentia*, and will be returning to defend their thesis, must complete this form and submit it to their department to have their status changed to *In Residence*. Students going from ABD to ABS during a semester will have their account reviewed by the University Registrar’s Office for tuition adjustment if applicable.

**Time Limits and Lapses**

All But Dissertation students generally have 10 years to complete their dissertation and successfully defend. (Their department or college policy may require a shorter period). The time limit applies to all students and begins the semester they enter the program.

**Departmental Reporting**

Departments may view the students in their department, program, enrollment status, and expected graduation date (doctoral student lapse date) via Graduation Management in S3. The University
Registrar’s Office will send out verification reports three times each semester to the departments, detailing the information above; (prior to registration after 10th day, and prior to registration week for the next semester). **Departments are expected** to review and make changes to prior to the start of the next semester to ensure proper tuition assessment.

**Departmental Responsibilities**

Once the department receives the signed ABD Agreement or ABD Status Change form they should complete the Department Information section indicating the following:

- Semester and Year in which the student entered the doctoral program
- Semester and Year the dissertation time limit begins
- Semester and Year in which doctoral candidacy will lapse
- The date the student changed status **(REQUIRED)**

After the form has been signed by the department head it should be submitted to the University Registrar’s Office in Warner Hall A19 or by email or fax.

**University Registrar’s Office Processing Only**

**Verify Form Data**

- Student ID Card and Andrew ID correspond in S3
  - If they differ, the Student Card ID number will be noted on the agreement
- Is the form signed? If not it will be returned to the department
- ABD or ABS code indicated (ABP, APP or ASP for Portugal programs see below for more information); If not, contact the department
- Dissertation time limit to begin is indicated; if not, contact department
- Dissertation time lapse is indicated; if not, contact department
- Form date stamped; if not hand-date and initial

**Verify Current S3 Data**

- College/Department/Class in S3 match those on the form
- Does a financial hold exist; if one does, contact student
- Check enrollment status in the immediate previous semester (i.e., if its F12, check S12)
  - If student E1, R1, R3, or AB; okay to process
  - If student was LA, W2, or W1; contact the student/department for Return from Leave form
  - If student was BB, S3 or S4 contact Student Accounts to determine if hold is still valid

**Processing Forms (for both the ABD Status Agreement and ABD Status Change forms)**

- Change the student’s Program Code using the Profile Tab in S3 to either ABD or ABS (as indicated on the form) for the current semester
For students in the Portugal Programs, change the student’s Program Code using the Profile Tab in S3 to either ABP (All But Dissertation in residence in Pittsburgh), APP (All but Dissertation in residence in Portugal) or ASP (All But dissertation in absentia (as indicated on the form)

If changing from DOC or ABD to ABS or ASP, in S3 to change enrollment status to AB

- If going to AB in current semester, make sure to drop all courses in S3 under the Registration Tab
- Check the “Effective Date” against the Tuition Adjustment Schedule
- If the date falls within the adjustment period, enter the corresponding percentage from the date listed on the form, Sign and date and give the form to Jenni in Student Accounts to process the adjustment. Fees are never adjusted unless the change is BEFORE the add deadline.

If changing to ABD, ABP or APP, change current enrollment status to R3 if the form is received before the add period, (check academic calendar) or to R1 if received after the add period.

In S3 under the Memo Tab, enter a memo with the following info:
- Access="A" for Academic Memo
- Type= “I” for Program Change
- Subject= Enter “Semester “ABD Agreement Form” for agreement or “ABD Status Change” for status change
- Enter the following information on 4 lines
  - Date form received ‘26April2012’
  - First Admitted Spring 2010
  - ABD Lapse Spring 2016
  - Effective Date: 1/11/12
- File form into the student’s academic folder

Questions?
Questions may be referred to Jarrin Nevel, University Registrar’s Office at jfn@andrew.cmu.edu or (412) 268-8250.