

### Doctoral Student Final Semester

This form **must** be filled out when a doctoral student completes all thesis requirements and is certified for their degree. This is known as the doctoral student's final semester. After filling out the form, departments should select print and from the available printers drop-down, select Save as PDF. This process is called "print to PDF" and will save the document as a PDF. Once the form has been printed to PDF, it may be submitted to the University Registrar's Office for processing.

**Students should defend prior to the last day of classes of a semester, giving them time for thesis correction, approval of the thesis, and degree certification.**

Departments must register students for the appropriate number of units for their final semester (refer to ABD Status Detail Chart).

Students who are registered for at least 36 units, complete all thesis requirements, and are certified for their degree by:

- September 30 in the fall, February 28 in the spring, and June 15 in the summer - tuition will be adjusted by 100%.
- October 31 in the fall, March 31 in the spring, and July 15 in the summer - tuition will be adjusted by 50%.
- After October 31 in the fall, March 31 in the spring, or July 15 in the summer but BEFORE the start of the next semester - status will not be eligible for a tuition adjustment.
- Fall and spring fees (technology, activities, PAT) are not adjusted and charged accordingly. Summer fees include technology only.

Students who are registered for fewer than 36 units (self-supported or finishing *In Absentia*) are not eligible for tuition adjustment.

### STUDENT INFORMATION

Student Andrew ID: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last/Family First and/or Preferred MI

Home College: \_\_\_\_\_ Department: \_\_\_\_\_

### DEGREE INFORMATION

Student has completed all requirements, is certified in S3 (or a degree certification form is attached) and is registered for the course/units listed below.

Degree Completion Date: \_\_\_\_\_ *This is not the Defense Date. This is the date of final thesis approval and any other degree requirements, which may be earlier than the official date of graduation.*  
mm/dd/yyyy

S3 Certification Semester: \_\_\_\_\_ S3 Certification Year: \_\_\_\_\_

Department Course Number: \_\_\_\_\_ Section: \_\_\_\_\_ # of Units\*: \_\_\_\_\_  
(5 or 36)

**Note:** Student should already be registered prior to submitting form. Additional courses pending department approval.

Primary Thesis Advisor Authorization: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Signature mm/dd/yyyy

Department Head Authorization: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Signature mm/dd/yyyy

Dean Authorization: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Signature mm/dd/yyyy

### UNIVERSITY REGISTRAR OFFICE USE ONLY

Course Added: 01-999-Section A, 0 Units (Dissertation Complete)  
(Section M used for summer semesters)

Tuition Adjustment:  100%  
(based on degree completion date)  50%  
 0%  
 N/A

Approval:

**STUDENT ACCOUNTS OFFICE USE ONLY**

Student Andrew ID: \_\_\_\_\_

S3 Certification Semester: \_\_\_\_\_

S3 Certification Year: \_\_\_\_\_

Adjustment: \_\_\_\_\_  
*(Initials/Date)*

Batch ID: \_\_\_\_\_