Doctoral Student Process

Class: 20
Program Code: DOC (etc.)

1. Department creates student in S3 or adds doctoral degree to existing student
2. Doctoral student completes all degree requirements except for thesis/dissertation
3. Student submits All But Dissertation Agreement to their advisor, declaring either in Residence or In Absentia. The department submits the completed form to the University Registrar's Office.

**In Residence**

3a. Program Code changed to ABR (or other, depending on location)

4a. Student ready to defend. Department registers student for final semester course, for appropriate number of units (36 or 5). Student should not be registered for any other courses.

4b. Student ready to defend. Department submits All But Dissertation Status Change form to URO (by semester Add Deadline).

5. Student Defends Thesis

   Should be well in advance of certification deadline; by last day of classes at absolute latest.

6. If close to certification deadline and likely that student will not finish in time, department registers student for upcoming semester (and drops current semester courses for In Absentia students).

7. Final revisions/other degree requirements submitted and approved.

8. Final thesis approval and completion of all requirements

   Department certifies degree in S3.
   Register student for departmental course / drop future semester registration if necessary.

   This is the degree completion date.
   Final semester is determined based on this date, not on thesis defense date.

9. Department submits Doctoral Student Final Semester form to URO.

10. URO processes form, adds course 999

   Dissertation Complete (0 units) to student.
   Tallois for ABS to ABF (or other, depending on location).

**In Absentia**

3b. Program Code changed to ABS (or other, depending on location)

4a. Student ready to defend. Department registers student for final semester course, for appropriate number of units. Student should not be registered for any other courses.

4b. Student ready to defend. Department submits All But Dissertation Status Change form to URO (by semester Add Deadline).

5. Student Defends Thesis

   Should be well in advance of certification deadline; by last day of classes at absolute latest.

6. If close to certification deadline and likely that student will not finish in time, department registers student for upcoming semester (and drops current semester courses for In Absentia students).

7. Final revisions/other degree requirements submitted and approved.

8. Final thesis approval and completion of all requirements

   Department certifies degree in S3.
   Register student for departmental course / drop future semester registration if necessary.

   This is the degree completion date.
   Final semester is determined based on this date, not on thesis defense date.

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   Dissertation Complete (0 units) to student.
   Tallois for ABS to ABF (or other, depending on location).

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1. For summer semesters, students assigned program code GRR (PRR for Portugal) or IDR (Internship) are not assessed tuition or fees.
2. For fall, spring, and summer semesters, students assigned program code GRR (PRR for Portugal) or IDR (Internship) are not assessed tuition or fees.
3. AVB for Silicon Valley; ABF for Portugal in PGH; APP for Portugal in PGH (proposed); ATV for Thailand in PGH (proposed); AT for Thailand in SV (proposed)
4. ABV for Silicon Valley; ABP for Portugal in PGH; APP for Portugal (proposed); ATV for Thailand in PGH (proposed)
5. ABF (Limited Time On-Campus Defense) is for students who return for a short period (<10 days) to defend their thesis. Currently, Pittsburgh only.
6. Tech/Transportation/Activities

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**Enrollment Status: E1**

Tuition: normal rate
Fees: Tech/Transportation/Activities

**Enrollment Status: E2**

Tuition: flat rate assessment
Fees: flat rate assessment

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**Financing**

Health Insurance not required

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**ABF/ABO: In Residence Limited Time On-Campus Defense**

- ABF (Limited Time On-Campus Defense) is for students who return for a short period (<10 days) to defend their thesis. Currently, Pittsburgh only.
- Tech/Transportation/Activities (ABF)
- Health insurance required for ABF

**ABR/ABO: In Residence/In Residence Off-Campus Defense**

- ABR (Limited Time On-Campus Defense) is for students who return for a short period (<10 days) to defend their thesis. Currently, Pittsburgh only.
- B (Limited Time On-Campus Defense) is for students who return for a short period (<10 days) to defend their thesis. Currently, Pittsburgh only.
- Health insurance required for ABR

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**PhD Certification deadlines:**

- May: Day before Commencement
- August: Friday before fall classes begin
- December: Friday before spring classes begin

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**Tuition Adjustment Deadlines:**

- 100%: Sep 30 (Fall) / Feb 28 (Spring) / Jun 15 (Summer)
- 50%: Oct 31 (Fall) / Mar 31 (Spring) / Jul 15 (Summer)

- Tuition not adjusted after 50% deadline.
- Tuition adjustment not applicable to students in ABF/ABO program code or those registered less than full-time.
- Fees are not adjusted.
- Summer adjustment deadlines apply only to students switched from ABS to ABF (≥36 units) for the summer.

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**International students should consult with OIE to see if they are able to become ABS.**

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**DONE!**

Revised 08/11/2023