**Doctoral Student Process**

Revised 03/05/2021

**Class:** 20  
**Program Code:** DOC (etc.)

1. **Department creates student in S3 or adds doctoral degree to existing student**
   - Time to Complete window starts (10 years from date of doctoral matriculation)

2. **Doctoral student completes all degree requirements except for thesis/dissertation**
   - Student submits All But Dissertation Agreement to URO and declares ABD status either as In Residence or In Absentia.

3. **Student is registered for minimum full-time course load each semester.**
   - Optional: Student decides to switch to in absentia, submits All But Dissertation Status Change form to URO (Go to Step 3b)
   - Program Code changed to ABR (or other, depending on location) 1, 3

4. **Student ready to defend.**
   - Department submits All But Dissertation Status Change form to URO (by semester Add Deadline)
   - Program Code changed ABR3/ABF or ABO (see below for details)

4a. **Optional: Student decides to switch to In Absentia, submits All But Dissertation Status Change form to URO**
   - Program Code changed to ABS (or other, depending on location) 4

4b. **Student ready to defend.**
   - Department submits All But Dissertation Status Change form to URO (by semester Add Deadline)
   - Program Code changed ABR3/ABF or ABO (see below for details)
   - Department registers student for final semester course, for appropriate number of units.
   - Student should not be registered for any other courses.

**ABO: Offsite Thesis Defense**

- Student will defend thesis without returning to campus (e.g. via videoconference)
- Not financially supported
- Enrollment status: E1
- Tuition: None
- Fees: Tech/Dissertation Completion fee only
- Units: 5
- Health Insurance not required
- Program code AOP for Portugal (proposed); AOT for Thailand (proposed)

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

- Financially supported = ABR 3; not financially supported = ABF
- Enrollment status: E1
- Tuition: Normal rate
- Fees: Tech/Transportation/Activities (ABR3); Tech only (ABF)
- Units: 36 (ABR3) or 5 (ABF)
- Health Insurance required for ABR only.

**Campus Defense**

- ABF (Limited-Time On-Campus Defense) is for students who return for a short period (<10 days) to defend thesis. Currently Pittsburgh only.
- Financially supported = ABR 3; not financially supported = ABF
- Enrollment status: E1
- Tuition: Normal rate
- Fees: Tech/Transportation/Activities (ABR3); Tech only (ABF)
- Units: 36 (ABR3) or 5 (ABF)

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

Tuition: 0  
Enrollment Status: AB  
Not reported as an enrolled student.
May not receive financial support from dept/university.

Optional: Student decides to switch to In Residence, submits All But Dissertation Status Change form to URO (Go to Step 3a)

Form should be submitted by semester Add Deadline

Effective Fall 2020
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).

Department submits Doctoral Student Final Semester form to URO.

URO processes form, adds course 01-999 Dissertation Complete (0 units) to student's schedule.

Student Accounts adjusts tuition if necessary, based on degree completion date. Fees are not adjusted.

DONE!

PhD Certification deadlines:

- **May**: Day before Commencement
- **August**: Friday before Fall classes begin
- **December**: Friday before Spring classes begin

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 ABR (≥36 units) for the summer.

1. For summer semesters, students assigned program code GRR (PRR for Portugal) or IDR (internship) are not assessed tuition or fees. This includes final semester for students who were All But Dissertation in residence for the previous semester. Students who were All But Dissertation in absentia in the spring who wish to finish in the summer as in residence are changed to ABR/ABF and are assessed tuition (but not fees).
2. Activities fee only if registered for more than 18 units.
3. ABV for Silicon Valley; ABP for Portugal in PGH; APP for Portugal; ABT for Thailand in PGH (proposed); ATV for Thailand in SV (proposed)
4. ASP for Portugal; AST for Thailand (proposed)