

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF ANTHROPOLOGY
1126 East 59th Street, Chicago, IL 60637
(773) 702-8551; FAX (773) 702-4503
E-mail: am-chien@uchicago.edu

To: Students expecting to receive an MA degree in the current quarter
From: Anne Ch'ien, Haskell 119

If you intend to receive the MA degree this quarter, you should be aware of the following requirements and deadlines:

1. File a pink **Application for Degree Form** with the Department.
The deadline is **the first day of each quarter**.
2. You must have registered for three quarters of Scholastic Residence which should include the completion of 9 courses for quality grades (no more than *one* for "P").
3. **Approval of the M.A. paper by two readers** from within Anthropology (approval forms available in H 119) is due in the Department (H 119) by Friday of the week **three weeks prior to convocation**. (Reminders: 1. MA papers are restricted **40 pages** of text [double spaced; 12 point] exclusive of notes & bibliography. 2. MAs **must** be completed by the end of the Winter quarter of your third year in the program; if not, further registration will be blocked.) All other requirements for the degree must also be completed by that date.
4. A copy of the MA paper, well-secured in a durable folder, should be presented to the Department no later than the **date of convocation**. This copy is for the Departmental library.
5. Fill out and sign a "Permission-to-Reproduce" Form for the Department.

All forms are available in the Department Office, Haskell 119. If you have questions, please call the office. (773/702-8551)

It would be particularly helpful for you to inform us the minute you find -- at **any time during the quarter** -- that you will **not** be able to meet any one of the requirements, and should therefore be deleted from the convocation list.

Please note that **the last day to withdraw from the Convocation List without penalty** in any given quarter is **Monday of the second week of the quarter/Friday of the first week of the quarter**. Students who must be removed from the tentative convocation list after this date will be charged a reapplication fee (**\$50**) which covers the cost of a diploma that has to be destroyed when you fail to receive the degree.

CONVOCAATION. Information about convocation procedures is sent to the student during the 5th week of the quarter to the address given on the pink degree application. Tickets to convocation can be picked up in the Office of the Dean of Students (Foster 107) beginning Monday of the week of convocation. If you need extra tickets call 773-702-8414.