

UNIVERSITY OF CHICAGO
DEPARTMENT OF ANTHROPOLOGY
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To: Students expecting to receive a PhD degree in the current quarter
From: Anne Ch'ien, Student Affairs Administrator

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

1. File a pink **Application for Degree Form** with the Department by **the first day of the quarter**, and pay the Dissertation Bindery Fee (**\$35** -- check payable to **The University of Chicago**, and given to Anne Ch'ien **along with your 2 "deposit copies" of the dissertation**) for binding the Departmental copy of your dissertation.
2. Be fully registered in Advanced Residence or Extended Residence for this quarter. (If you are outside Chicago, the student Activity Fee and Health Clinic Fee can be waived. Waiving of Health Insurance coverage depends on demonstration of comparable coverage.)
3. **All requirements** for the degree must be completed by ***Wednesday of the week three weeks prior to convocation*** -- this therefore is the effective date by which you must **deposit 2 final copies of your dissertation with the Office of Academic Publications**. (Since the manuscript must be accompanied by a form signed by the Department Chairman, it is advisable to submit your final dissertation copies via the Departmental office.)

NOTES:

1. The first copy of your dissertation is bound and goes to Regenstein Library. The second goes to University Microfilms in Ann Arbor, is then shipped back to the Department, bound, and becomes the Departmental copy of your dissertation. (The \$35 fee covers the cost of binding the Departmental copy)
2. Be sure to contact the Office of Academic Publications as soon as (or even before) you defend your dissertation in order to obtain all the necessary formatting instructions (***Jan2000 version***) and other guidelines and questionnaires distributed from that office. (Regenstein Library Rm 100B, 1100 E. 57th St., Chicago, IL 60637; Phone (773) 702-7404; E-mail: phd@lib.uchicago.edu; **Web Site: (<http://phd.lib.uchicago.edu/>)**)
3. 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. **The last day to withdraw from the Convocation List without penalty** in any given quarter is **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 -- which covers the cost of a diploma that has to be destroyed when you fail to receive the degree.