

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 an Online **Application for Degree** in myUChicago before the end of the first week of the Quarter in which you hope to graduate. [application through myUChicago portal]
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 **35 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, with degree awarded no later than June of that year; 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 (via e-mail attachment) should be presented to the Department no later than the **date of award of the degree**. This copy is for the Departmental library.

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 **Friday of the fifth 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.

CONVOCATION. Beginning from January 2017, there will only be ***one*** Convocation per year (in June) although degrees will continue to be awarded in every quarter.