

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 an Online **Application for Degree** in myUChicago by **the end of the first week of the quarter.**
2. Be fully registered in Advanced Residence (or special registration for those beyond years 12) for this quarter. (If you are outside Chicago, the Student Life 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 *Friday of the week four weeks prior to convocation* -- this therefore is the effective date by which you must **electronically deposit the final copy of your manuscript with the Dissertation Office.**

NOTES:

1. The final copy of your dissertation goes to ProQuest/UMI in Ann Arbor and becomes available on line. The Department saves an electronic copy on its server where it is available upon request.
2. Be sure to contact (via the Website) the Dissertation Office as soon as (or even before) you defend your dissertation in order to obtain all the necessary formatting instructions 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://www.lib.uchicago.edu/e/phd/>)
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 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.