

HARVARD UNIVERSITY  
GRADUATE SCHOOL OF ARTS AND SCIENCES  
REGISTRAR'S OFFICE  
20 Garden St., Rm. 109

**INFORMATION FOR 2007-2008 GSAS DEGREE APPLICANTS**

| <u>Degree Application due:</u> | <u>Dissertation and Acceptance Certificate due:</u> | <u>Diplomas available:</u> |
|--------------------------------|---|----------------------------|
| <b>August 13, 2007</b>         | <b>October 1, 2007</b>                              | <b>November 6, 2007</b>    |
| <b>December 3, 2007</b>        | <b>January 25, 2008</b>                             | <b>March 4, 2008</b>       |
| <b>March 31, 2008</b>          | <b>May 23, 2008</b>                                 | <b>June 5, 2008</b>        |

**APPLICATION FOR THE DEGREE:**

Degree applications are available from academic departments and the Registrar's Office, 20 Garden St. They must be completed by the student, signed by the department Chair and filed with the Registrar's Office by the appropriate due date. In unusual circumstances late applications may be accepted for the next two weeks only; there is a \$50 fee for late applications.

**REACTIVATION:**

If a student does not receive the degree on the date it was applied for, the student must reactivate the degree application for conferral at a later date. Reactivation forms are available at the above offices; they also need the signature of the department Chair, and must be filed by the appropriate due date for degree applications: Students may reactivate a degree application once without a fee; for any subsequent reactivation there is a \$50 fee.

**REQUIREMENTS WHEN SUBMITTING THE PHD DISSERTATION:**

When PhD applicants obtain a degree application or reactivation form, they should also receive three questionnaires: *The Survey of Earned Doctorates*, conducted by the National Research Council, the *Student Exit Interview* from the GSAS Dean's Office, and the *Survey of Postgraduate Plans* from the Office of Career Services. Students must complete these forms and return them to the Registrar's Office, 20 Garden St., when they are turning in their dissertation.

**THE PHD DISSERTATION:**

Detailed information about the preparation, submission and microfilming of the dissertation is contained in the booklet *The Form of the PhD Dissertation*, which is available at the Registrar's Office, 20 Garden St., and at [http://www.gsas.harvard.edu/images/stories/pdfs/form\\_of\\_dissertation.pdf](http://www.gsas.harvard.edu/images/stories/pdfs/form_of_dissertation.pdf)

The following must be submitted to the Registrar's Office, 20 Garden St., Rm. 109, Cambridge, MA 02138 (495-1489) by the appropriate due date:

- One bound copy of dissertation
- One unbound copy of dissertation, neatly boxed
- A dissertation acceptance certificate (filed separately; *not* bound in.  
(The registrar's office will glue the certificate into the bound copy.). **This certificate must be typed and must match the dissertation title page exactly.**
- A copy of the dissertation acceptance certificate, centered on a page, for the unbound copy  
(If dept. is submitting the certificate, the registrar's office will make this copy)
- A signed UMI *Doctoral Dissertation Agreement Form*, with a copy of the title page and abstract
- Survey forms

The abstract, *not* more than a page and a half double-spaced, should be included in both copies of the dissertation immediately following the page containing notice of copyright. Dissertation title, student's name, and dissertation advisor's name should appear on the abstract.

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The dissertation acceptance certificate must be signed by three readers, two of whom must be members of the Faculty of Arts and Sciences.

The bound copy of the dissertation will be stored in the Harvard University Archives. The unbound copy is sent to University Microfilms International (UMI) for microfilming; a microform copy will be placed in the University Archives.

Microfilming of the dissertation by UMI is required by the Graduate School. A student may authorize UMI to register for a copyright. When filing the dissertation at the Registrar's Office, students must submit a signed UMI *Doctoral Dissertation Agreement Form*, available at academic departments, the Registrar's Office, 20 Garden St. and at [http://www.gsas.harvard.edu/images/stories/pdfs/form\\_of\\_dissertation.pdf](http://www.gsas.harvard.edu/images/stories/pdfs/form_of_dissertation.pdf)

#### DISSERTATION PROCESSING FEE:

A fee of \$115 will be charged to cover the cost of dissertation processing. This fee will go on the term bill when a student applies for the PhD degree; it will be cancelled if the degree is not received at that time.

#### REGISTRATION AND TUITION REQUIREMENTS:

All degree candidates must register continuously until completion of the requirements for the degree. PhD candidates must have paid two years of full tuition and two years of reduced tuition before receipt of the degree, unless they have completed the PhD in less than four years from initial registration. All PhD candidates must pay the facilities fee in their last term of registration (unless a higher tuition has been paid). Resident students automatically will have paid at least the facilities fee for the term. Non-resident students who paid the active file fee for the term will be charged the facilities fee and given credit for the active file fee already charged. This final charge for the PhD is billed when a student applies for the degree; it is cancelled if the degree is not received at that time.

For students receiving degrees in November, the last term of registration is the previous spring term; for degrees in March the last term is the previous fall; and for degrees in June the last term is the spring term (except that June degree candidates filing dissertations by **February 8, 2008** do not register or pay tuition for the spring term). Students who are uncertain whether they will finish in time for degrees in November or March are encouraged to register for the fall or spring terms respectively, either in residence or on leave of absence, to avoid late registration fees if they miss the degree deadlines. If they then do finish in time their registration for the term will be cancelled. Students should see the *GSAS Handbook* section on Medical Fees regarding health fees coverage.

#### DIPLOMAS:

Diplomas may be obtained with identification at the Registrar's Office, 20 Garden St. Students may also indicate a mailing address on the degree application; the mailing fee is payable when the application is filed. Diplomas are sent by Fed Ex; the fee is **\$10** for the United States, Canada and Mexico, and **\$20** for mailing abroad. This fee is due at the time the degree application is submitted.

Once the dissertation, dissertation acceptance certificate and departmental recommendation for the degree are on file in the Registrar's Office, a student may request, in person or in writing, certification of the expected degree. Requests should be addressed to the Requirements Office, 20 Garden Street, Room 109. The first three certifications are free; there is a \$1 charge for each additional certification.

#### COMMENCEMENT:

All students who receive degrees in November, March and June of the academic year **2007-2008** may participate in the Commencement celebration on **June 5, 2008**. In April, the GSAS Office of Publications and Alumni Relations (495-5591) sends information about the Commencement Day schedule, tickets, and academic regalia to all recipients of November and March degrees and all applicants for June degrees.