

Once your graduate thesis committee has approved your final thesis document, you need to collect their signatures (electronically) and submit all of the necessary documentation for degree certification.

The Seven-Year Rule

RIT and New York State Educational Policy require at the master's level, all requirements for the degree must be completed within **seven (7)** years of the date of the oldest course counted toward the student's master's degree.

It is your responsibility to complete every step of the process.

If you have any questions, please see your academic advisor in the CAD Student Services Office.

CAD Thesis Sign-Off Form

- <https://inside.cad.rit.edu/current-students/academic-information/graduate-student-info/>
- This is the only thesis signature form that will be accepted.
- Use Adobe Acrobat to fill out the form. Do NOT use Preview on a Macintosh.
- Your thesis committee may have much earlier deadlines to sign-off on your thesis. Be sure to give them enough time to sign. Allow yourself sufficient time in case you need to modify anything.
- Obtain all committee member signatures on one form; all signatures **must be date stamped**.

Thesis Submission

Once your thesis committee has approved and signed your CAD Thesis Sign-Off form, you need to submit your thesis paperwork to both the Wallace Library and CAD Student Services for degree certification.

Wallace Library

- Submit a PDF digital copy of your thesis with an unsigned CAD Thesis Sign-Off form to ProQuest (<https://infoguides.rit.edu/thesis-services>)
- Submit a supplementary PDF of your CAD Thesis Sign-Off Form (with signatures).

CAD Student Services

- *Your degree will NOT be certified if you skip this step.*
- Submit the following directly to cadthesisdocs@rit.edu on or before the last day of the semester (see chart below for "term deadline for ALL Degree Requirements") for certification in that semester:
 - Copy of your completed and dated electronic CAD Thesis Sign-off Form.
 - Copy of the ProQuest receipt email (Subject: "*Your Thesis Title*" **has been accepted**).

Deadlines

Academic Year	Term	Value	Certification Date on Diplomas: Deadline for <u>ALL</u> Degree Requirements, including final thesis signatures from faculty	Ceremony Eligibility
2021-2022	Fall	2211	12/17/2021	May 2022
	Spring	2215	5/6/2022	May 2022
	Summer	2218	8/12/2022	May 2022
2022-2023	Fall	2221	tbd	May 2023

- Your department may have earlier deadlines than the dates above. Please allow time to make final edits and to obtain all committee signatures.
- To *change* your graduation term, you MUST submit a "Change to Expected Graduation Term Form" found at: <https://www.rit.edu/academicaffairs/registrar/forms.html>. When you submit the form, it goes directly to the Office of the Registrar for processing. Be sure to email a copy to your academic advisor in the CAD Student Services Office so it can be placed in your student file.

Degree Certification and Diplomas

- ✓ RIT certifies eligible degrees at the end of each semester.
- ✓ Certification requires:
 - Successful completion of all coursework according to your academic planning sheet.
 - You maintained continuous enrollment (COT) once your coursework was complete.
 - All headers in your My Academic Requirements in SIS collapsed.
 - Your cumulative GPA is at least 3.0.
 - Submission of thesis documents to both Wallace Library and Student Services.
- ✓ Verify that your contact information, including your “diploma address” is up-to-date in SIS.
 - To pick up your diploma, send an email to registrar@rit.edu along with your UID and the email address. They will email you to let you know when it is ready for pick up.
- ✓ **Resolve any holds** on your account to avoid any delays in receiving your diploma (digital and paper).
- ✓ Diplomas are mailed via regular US First Class Mail (no tracking information is available) approximately 30 days after the diploma date.
- ✓ Digital diploma links are sent to student’s RIT email addresses approximately 30 days after the certification date on the diploma (see table above).
- ✓ If you do not receive your diploma, please be patient. After 30 days of the printing date, contact the Registrar’s Office directly by email: <https://www.rit.edu/academicaffairs/registrar/osticket/open.php>. Be sure to include your name, university ID number, and address in your email.

Walking in the Graduation Ceremony

- Students who will finish all of their degree requirements in the academic year (Fall, Spring or Summer) are eligible to walk in the Spring Commencement Ceremony of that year.
- Students who will not finish their degree requirements until the following year will have to wait until the Commencement Ceremony for that year.
- Students can only walk in **one (1)** commencement ceremony.
- Students should see CAD Student Services to make sure their names are pronounced correctly.
- Walking in the graduation ceremony does not mean that you officially graduated. Please see “Degree Certification and Diplomas.”

Verifications

- All official verifications must come from the Office of the Registrar.
- Enrollment verification requests are made at: <https://www.rit.edu/academicaffairs/registrar/enrollment-verifications>.

For International Students:

Expedited Proof of Degree Completion (for visa purposes)

Students who have finished their degree requirements (including thesis) and are applying for visas prior to the end of the **semester**.

- Once you have completed/submitted your thesis paperwork and it has been approved, please fill out and submit the following to CAD Student Services:
 - The "Expedited Proof of Degree Completion Form" found on the Registrar's Office Website: <https://www.rit.edu/academicaffairs/registrar/forms.html>.
 - You can provide a FedEx shipping label to ensure it is received in a timely manner. If you wish to, please also submit the pdf of the shipping label along with your submission of the Expedited Proof of Degree Completion Form.
- The Registrar's Office will then generate the official letter and mail it directly to your attorney, who will send it to homeland security.

Inviting your family to graduation

- Should you need an invitation for your family to attend the commencement ceremony, please visit the ISS Website for an invitation letter template: <https://www.rit.edu/studentaffairs/iss/invitation-letter-request-form>.