

PhD GRADUATION CLEARANCE FORM

Baylor
College of
Medicine

THE GRADUATE SCHOOL OF
BIOMEDICAL SCIENCES
BAYLOR COLLEGE OF
MEDICINE

STUDENT NAME: _____

Student ID #: _____

GRADUATE PRGM: _____

MD/PhD: Yes No

Final transcript has been reviewed and approved (with exceptions noted). Approval is indicated by signature on the transcript and below:

STUDENT'S SIGNATURE: _____

DATE: _____

Upon completion of the clearance process, an official transcript may be requested from the Registrar's office (M210)

Forwarding Address: _____

Phone Number: _____

Non BCM Email Address: _____

GRADUATE SCHOOL VERIFICATION & CLEARANCE

**ALL REQUIREMENTS FOR THE Ph.D. DEGREE HAVE BEEN MET AND
THE LAST DAY OF ACTIVE ENROLLMENT FOR THIS STUDENT IS: _____**

Effective this date, the student is eligible for appointment to another job classification (i.e., postdoc fellow, rsch associate, etc.). If remaining at BCM, job classification (i.e., promotion, transfer, etc.) will be processed immediately in SAP by the responsible department.

The student has received the Graduation Questionnaire, Alumni Form, and Doctorate Survey.

The student will pay \$12.75 per copy for binding, a \$2.25 front cover lettering set-up charge, (to be determined at the time of submission to GSBS).

Paid \$ _____

GRADUATE SCHOOL: _____

DATE: _____

Staying at BCM in same lab/department as a postdoctoral fellow or other staff job.

Returning to BCM Medical School as a full-time medical student.

Staying at BCM but changing departments

Leaving BCM immediately.

DEPARTMENTAL CLEARANCE

Department administrators must receive GSBS graduation Memo prior to entering any HR Actions in SAP for graduating Students.

ADVISOR: _____

DATE: _____

GRAD Program Admin: _____

DATE: _____

DEPT HR ADMIN: _____

DATE: _____

If the graduate is staying at BCM, SAP reclassification must be processed immediately.

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STUDENT NAME: _____	Student ID #: _____
LAST DAY OF ACTIVE ENROLLMENT: _____	GRAD. PRGM: _____ MD/PhD: Yes No

BCM CLEARANCE PROCEDURE

THE DIPLOMA WILL NOT BE AWARDED WITHOUT COMPLETION OF THE CLEARANCE PROCESS.

Students enrolled in the **MD/PhD** Program or **MSRT** ARE NOT (AT THIS TIME) required to clear with all the departments listed below. Clearances will be required upon completion of the BCM medical school. Clearance from Student Account Services **is recommended** at this time to avoid a hold in CAMS.

Students in the **CSTP program** only receive clearance signatures from **Student Financial Aid and Student Account Services**.

SIGNATURES BELOW INDICATE DESIGNATED RESPONSIBILITIES HAVE BEEN MET
Planned Graduation Date: _____

SIGNATURES <u>MUST</u> BE OBTAINED IN THIS ORDER	Signature	Date
<p style="text-align: center;"><u>Benefits (Student Health Insurance)</u></p> <p>Your Blue Cross/Blue Shield Student Health insurance will terminate at the end of your graduating month. There is not a continuation plan after graduation; however students have the opportunity to purchase an individual policy. Please contact the HR-Benefits Office at (713) 798-1500 should you have any questions about your health insurance.</p> <p style="text-align: center;">Student's signature acknowledges receipt of this information X</p>	<p>No signature required from Benefits. Questions regarding coverage please call 713-798-1500.</p>	
<p>Student Financial Aid - (713) 798-4603, BCM N104, Monday - Friday 8:00am- 5:00pm</p> <p>Federal Loan Exit Counseling www.studentloans.gov.</p>		
<p>Student Account Services – O'Quinn Tower email form to sas@bcm.edu for signature</p> <p>BCM Loan Exit Counseling Account Paid in Full</p>		
<p>TMC Library - Account is closed if student is leaving Baylor. If student is remaining at Baylor as a Postdoc, the account is changed accordingly.</p>		
<p>Signatures below MUST BE OBTAINED on the Day of Your Graduation Appointment</p>		
<p>International Services Office – McGovern Campus, OW100 (foreign nationals only)</p>		
<p>Security – BCM 108H ID badge turned in here. All BCM access is terminated.</p>		

The completed form **must be returned** to the Graduate School of Biomedical Sciences' Student Forms Drop Box, N202.