

# PhD GRADUATION CLEARANCE FORM



THE GRADUATE SCHOOL OF BIOMEDICAL SCIENCES  
BAYLOR COLLEGE OF MEDICINE

STUDENT NAME: _____	Student ID #: _____
GRADUATE PRGM: _____	MD/PhD: <b>Yes</b> <b>No</b>

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., postdocl 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 completed the GSBS Exit Survey and the GSBS Evaluation Survey.

The student will pay \$15.50 per copy for binding, a \$2.95 front cover lettering, per Title line, 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.

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

**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
<b>Student Benefits - Student Health Insurance Plan (SHIP)</b> Coverage for you and any dependents enrolled in the SHIP will terminate on the last day of your graduating month. There is not an option to continue the SHIP. For resources on buying an individual policy or any questions about the SHIP email ask-studentinsurance@bcm.edu or call 713-798-1500 and ask to speak to a Student Benefits Representative. <b>Student's signature acknowledges receipt of this information</b> <b>X</b>	No signature required from Student Benefits. For any questions regarding the SHIP email ask-studentinsurance@bcm.edu or call 713-798-1500 and ask to speak to a Student Benefits Representative.	
<b>Student Financial Aid - (713) 798-4603, BCM N104, Monday - Friday 8:00am-5:00pm</b> <b>Federal Loan Exit Counseling</b> www.studentloans.gov. FinancialAid@bcm.edu		
<b>Student Account Services – O'Quinn Tower</b> email form to sas@bcm.edu for signature <b>BCM Loan Exit Counseling Account Paid in Full</b>		
<b>TMC Library</b> - Account is closed if student is leaving Baylor. If student is remaining at Baylor as a Postdoc, the account is changed accordingly. ras.check@library.tmc.edu		
<b>Signatures below MUST BE OBTAINED on the Day of Your Graduation Appointment</b>		
<b>International Services Office – ) D Q Q L Q s only</b>	<b>6 W H</b>	(foreign national)
<b>Security – BCM 108H ID badge turned in here.</b> All BCM access is terminated.		

The completed form must be returned to the Graduate School of Biomedical Sciences' Student Forms Drop Box, N204.