



GSBS Graduation Clearance

This form is submitted during the student's graduation appointment. Contact gsbs-graduation@bcm.edu for information.

Student Name: _____ BCM ID #: _____

Graduate Program: _____ Are you in the MD/PhD program? Yes No

Degree being earned: Doctor of Philosophy (Ph.D.) Master of Science (M.S.)

The student's graduation appointment/last day of active enrollment will be: _____

Forwarding/Contact Information	
Forwarding Address: _____ _____ _____	Phone: _____
	Non-BCM Email: _____
Student's next position: <input type="checkbox"/> Staying at BCM in same lab/department as a postdoctoral associate or other staff role. <input type="checkbox"/> Staying at BCM but changing departments. <input type="checkbox"/> Returning to BCM Medical School as a full-time medical student. <input type="checkbox"/> Leaving BCM immediately.	

Departmental Clearance Approvals			
Department administrators must receive the GSBS Graduation Memo prior to entering any HR actions for graduating students. If the graduate is staying at BCM, the reclassification in SuccessFactors must be processed immediately upon receipt of the graduation memo.			
	Printed Name	Signature	Date
Major Advisor:			
Program Administrator:			
Dept HR Administrator:			

Graduate School Graduation Clearance	
<i>This section is completed in person during the student's graduation appointment.</i>	
<input type="checkbox"/> Student has completed the GSBS Exit Survey & GSBS Evaluation Survey.	
<input type="checkbox"/> Student has submitted their printed thesis document, and paid the required cost for binding & lettering as required on the Thesis/Dissertation Binding Expense Receipt. Amount paid: _____	
<input type="checkbox"/> Final transcript has been reviewed and approved (with exceptions noted). Approval is indicated by the student's signature on a paper copy of the unofficial transcript. Student initials to confirm this: _____	
Graduate School Authorizing Signature: _____ Date: _____	
<i>Effective this date, the student is eligible for appointment to another job classification (i.e., postdoctoral fellow, research associate, etc.). If remaining at BCM, job classification (i.e., promotion, transfer, etc.) will be processed immediately by the responsible department.</i>	



Graduation Clearance Process Required by Baylor College of Medicine

Student Name: _____ BCM ID #: _____
 Graduation Date: _____ Program: _____
 Degree being earned: Ph.D. M.S. Are you in the MD/PhD program? Yes No

BCM CLEARANCE PROCEDURE

***THE DIPLOMA WILL NOT BE AWARDED WITHOUT THE 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 degree. Clearance from Student Account Services is recommended at this time to avoid a hold in CAMS.

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

SIGNATURES BELOW INDICATE DESIGNATED RESPONSIBILITIES HAVE BEEN MET

Approvals obtained <i>prior</i> to graduation appointment:	Signature	Date
<u>Benefits (Student Health Insurance)</u> Insurance coverage terminates the last day of the month in which a student graduates or withdraws. Although BCM does not endorse any particular health insurance company, the following are possible resources for purchasing an individual policy: EHealth Insurance, Government Marketplace or Wortham Insurance Student must acknowledge receipt of this information: X_____	No signature is required from Benefits office. For any questions email ask-studentinsurance@bcm.edu or call 713-798-1500 and ask to speak to a Student Benefits Representative.	
<u>Student Financial Aid</u> – Room 415A financialaid@bcm.edu 713-798-4603 Mon-Thu: 8am-5pm Fri: 8am-4pm <input type="checkbox"/> Federal Loan Exit Counseling www.studentloans.gov		
<u>Student Account Services</u> Email form to sas@bcm.edu for signature <i>AFTER</i> obtaining Financial Aid signature <input type="checkbox"/> BCM Loan Exit Counseling <input type="checkbox"/> Account Paid in Full		
<u>TMC Library</u> <i>Account is closed if student is leaving Baylor. If remaining at Baylor as a Postdoc, account is changed accordingly.</i> ras.check@library.tmc.edu		

Approvals obtained <i>after</i> to graduation appointment:	Signature	Date
<u>International Services Office</u> – O’Quinn Medical Tower, 6624 Fannin, Ste 1800 InternationalServicesTeam@bcm.edu <i>Required for non-U.S. citizens including U.S. permanent residents</i>		
<u>Security</u> – BCM Room 108H <i>ID badge turned in here if leaving BCM. All access is terminated.</i>		

FULLY EXECUTED FORM MUST BE RETURNED TO THE GRADUATE SCHOOL OFFICE (N204) BY THE STUDENT