

**Master's GRADUATION CLEARANCE FORM
CSTP, MSRT, Terminal Master**



THE GRADUATE SCHOOL OF
BIOMEDICAL SCIENCES
BAYLOR COLLEGE OF
MEDICINE

STUDENT NAME: _____ Student ID #: _____
GRADUATE PRGM: _____

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 MASTER'S DEGREE HAVE BEEN MET AND
THE LAST DAY OF ACTIVE ENROLLMENT FOR THIS STUDENT IS: _____**

The student has received the Graduation Questionnaire, Alumni Form, and Graduation 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 \$ _____ Owes \$ _____

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: _____ |

BCM CLEARANCE PROCEDURE

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

Students in the **CSTP program** only have to receive clearance signatures from **Student Financial Aid and Student Account Services** because they **retain** their BCM faculty position while in the CSTP program.

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 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; background-color: yellow;">Student's signature acknowledges receipt of this information X _____</p> | No signature required from Benefits. Questions regarding coverage please call 713-798-1500. | |
| <p>Student Financial Aid - (713) 798-4603, BCM N104, Monday - Friday 8:00am-5:00pm Federal Loan Exit Counseling www.studentloans.gov FinancialAid@bcm.edu</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. ras.check@library.tmc.edu</p> | | |
| Signatures below MUST BE OBTAINED on the Day of Your Graduation Appointment | | |
| <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, N204.