



GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

Submit all forms to:

Alysia Caldwell  
Academic Registrar  
[GRERegistrar@csmc.edu](mailto:GRERegistrar@csmc.edu)

## Graduation Application

The process of verifying that degree requirements are met and posting the degree to the student record is called graduation. This takes place via the Academic Registrar’s office in the days following the conclusion of each term as faculty report final grades.

Use this application to notify the Graduate School that you are ready to complete your degree program.

### Graduation Application Steps

1. Review your Academic Requirements using your Programs Graduate Summary Checklist
2. Attach and email the completed and signed Graduation Application with your Graduate Summary Checklist to [GRERegistrar@csmc.edu](mailto:GRERegistrar@csmc.edu)

**NOTE: The Graduate Summary Checklist is not required for PhD Students.**

### Student Information:

Name: \_\_\_\_\_ Current Graduate Program: \_\_\_\_\_

Expected Graduation Term:     Spring\_\_\_\_\_     Summer\_\_\_\_\_     Fall\_\_\_\_\_     Winter\_\_\_\_\_

    Year                              Year                              Year                              Year

Name as you wish it to appear in the commencement booklet: \_\_\_\_\_

Dissertation Defense Date: \_\_\_\_\_ Mentor Name: \_\_\_\_\_

Dissertation Title:

\_\_\_\_\_

\_\_\_\_\_

After graduation, I can be reached at the following Mailing Address:     Your Non-Cedars Email address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Send from your Cedars email account to act as your electronic signature*

Student Signature

\_\_\_\_\_  
Date

**When to expect the diploma** – Grades are assigned by the faculty member and submitted to the Registrar’s Office a week after the end of final examination week. Please allow up to 2 weeks for our office to review ALL applicants individually. You will receive your diploma by mail within 3-4 months after official certification that you have successfully completed all degree requirements. In the meantime, if you need to verify your degree for any reason, please contact [GRERegistrar@csmc.edu](mailto:GRERegistrar@csmc.edu).