

DEGREE APPROVAL

College of Health Sciences and The Graduate College



PART 1 To be completed by student. Please print legibly!

LAST Name _____

FIRST Name _____

RUConnected ID # _____

Indicate Degree and Major:	<input type="checkbox"/> Bachelor of Science	<input type="checkbox"/> Anatomy and Cell Biology	<input type="checkbox"/> Clinical Research	<input type="checkbox"/> Occupational Therapy
	<input type="checkbox"/> Master of Arts	<input type="checkbox"/> Biochemistry	<input type="checkbox"/> Health Care Ethics	<input type="checkbox"/> Perfusion Technology
	<input type="checkbox"/> Master of Science	<input type="checkbox"/> Biotechnology	<input type="checkbox"/> Health Systems Mgmt.	<input type="checkbox"/> Pharmacology
	<input type="checkbox"/> Doctor of Audiology	<input type="checkbox"/> Clinical Laboratory Sciences	<input type="checkbox"/> Immunology/Microbiology	<input type="checkbox"/> Physiology
	<input type="checkbox"/> Doctor of Philosophy	<input type="checkbox"/> Clinical Nutrition	<input type="checkbox"/> Medical Physics	<input type="checkbox"/> Speech-Language Pathology
		<input type="checkbox"/> Neuroscience	<input type="checkbox"/> Vascular Ultrasound & Tech	

Dissertation Title:	<p>Ph.D. dissertation title is needed for your Rush transcript and the Commencement program.</p> <p>Submit the title with this form or e-mail title by May 1st to:</p> <p style="text-align: center;">Registrars_Office@Rush.edu</p>
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PART 2 After obtaining signatures #1 and #2, signatures #3 through #8 can be obtained in any order with signature #9 last.

<p>1. COMMITTEE CHAIR (only PhD or master's students writing a thesis) All requirements for the dissertation/thesis have been met.</p>	<p>1. _____</p> <p style="text-align: center;">Signature</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
<p>2. PROGRAM DIRECTOR All academic requirements for degree have been met or will be completed by the end of the quarter.</p>	<p>2. _____</p> <p style="text-align: center;">Signature</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
<p>3. OFFICE OF THE REGISTRAR (only PhD or master's students writing a thesis) Letter for Library microfilming.</p>	<p>3. _____</p> <p style="text-align: center;">Signature</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
<p>4. LIBRARY Library obligations checked. (All students) Dissertation/thesis received (Some MS and all PhD students)</p>	<p>4. _____</p> <p style="text-align: center;">Signature</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
<p>5. OFFICE OF FINANCIAL AID Student has performed exit interview or been waived.</p>	<p>5. _____</p> <p style="text-align: center;">Signature</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
<p>6. LOAN COLLECTION COORDINATOR Student has performed exit interview or been waived.</p>	<p>6. _____</p> <p style="text-align: center;">Signature</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
<p>7. BURSAR Status of student's account balance with University checked.</p>	<p>7. _____</p> <p style="text-align: center;">Signature</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
<p>8. PARKING GARAGE Student has made arrangements to return AVIT. If Rush parking is not being used, Office of the Registrar can sign.</p>	<p>8. _____</p> <p style="text-align: center;">Signature</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
<p>9. OFFICE OF THE REGISTRAR</p> <p>a) Post-graduation address checked for all students. PRAXIS on file for CDS students. Survey of Earned Doctorate (for PhD students only) completed.</p> <p>b) ID Card received? Yes <input type="checkbox"/> ID Not Issued <input type="checkbox"/></p>	<p>9. _____</p> <p style="text-align: center;">Signature</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>

DEGREE APPROVAL INSTRUCTIONS

College of Health Sciences & The Graduate College

- A. The Degree Approval form ("DA") is mandatory and must be circulated in person by the student in the event that the offices below have questions or require interviews.
- B. Plan ahead! Anticipate and set aside the time required to circulate the "DA" form at the end of the quarter.
- C. Each numbered item below corresponds to a signature required on "Part 2" on the other side of this sheet.
- D. After obtaining signatures #1 and #2, signatures #3 through #8 can be obtained in any order with signature #9 being last.
- E. Read all instructions to avoid delays in the approval process.
- F. See type of degree you are earning in one of the columns below and follow the **directions exactly as listed**.
- G. Questions about this process? Call or e-mail: (312) 942-5681 or Registrars_Office@Rush.edu

BACHELOR OF SCIENCE or
MASTER of SCIENCE (not writing a thesis)
 or **DOCTOR of AUDIOLOGY**
 Complete items 2-4-5-6-7-8-9 only

DOCTOR of PHILOSOPHY
 Complete all items 1 through 9

MASTER of SCIENCE (writing a thesis)
 Complete all items 1 through 9

<p>1. Committee Chair signs upon completion of thesis defense and approval of final draft.</p> <p>2. Program Director signs to verify that all academic requirements have been met or will be completed by the end of the quarter.</p> <p>3. (Allow <u>two</u> working days for this step.) Present this form to the Office of the Registrar for preparation of microfilm letter needed in #5.</p> <p>4. Present the "DA" form and letter from step #3 to the Director of the Library. Submit with original copy of thesis and money order to <i>Proquest Information and Learning Company</i>. See the information sheet available from the Library about microfilming fees and services. There is a \$5 shipping fee payable to the Library for submission of your manuscript to UMI. Director of Library will also determine if all fines have been paid and all library materials have been returned.</p> <p>5. Present the "DA" form to Financial Aid for an exit interview. If you have not received aid, Financial Aid will waive the interview and sign the form.</p> <p>6. Present the "DA" form to Loan Collection Coordinator. If you have not received loans, Loan Collection Coordinator will waive the interview and sign the form.</p> <p>7. Present the "DA" form to the Bursar for signature and clearance of financial obligations to the University or Medical Center.</p> <p>8. Students utilizing Rush parking must make arrangements to return the AVIT. This can be done up to two weeks before a student leaves the University.</p> <p>9. After obtaining all signatures, submit the Degree Approval form to the Office of the Registrar on or before the last day of the quarter of graduation. Inform Office of the Registrar of post-graduation address. Student ID card must be surrendered at the time this form is submitted. Diplomas are not released to students until this form is on file with the Office of the Registrar.</p> <p>OTHER GUIDELINES MS candidates requiring the use of a university room for their thesis defense must reserve a room three weeks in advance with the Coordinator of University Scheduling at (312) 942-5681.</p>	<p>2. Program Director signs to verify that all academic requirements have been met or will be completed by the end of the quarter.*</p> <p>4. Present the "DA" form to the Library's Circulation desk so that a staff member can ensure that all fines have been paid and all library materials have been returned.</p> <p>5. Present the "DA" form to Financial Aid for an exit interview. If you have not received aid, Financial Aid will waive the interview and sign the form.</p> <p>6. Present the "DA" form to Loan Collection Coordinator. If you have not received loans, Loan Collection Coordinator will waive the interview and sign the form.</p> <p>7. Present the "DA" form to the Bursar for signature and clearance of financial obligations to the University or Medical Center.</p> <p>8. Students utilizing Rush parking must make arrangements to return the AVIT. This can be done up to two weeks before a student leaves the University.</p> <p>9. After obtaining all signatures, submit the Degree Approval form to the Office of the Registrar on or before the last day of the quarter of graduation. Inform Office of the Registrar of post-graduation address. Student ID card must be surrendered at the time this form is submitted. Diplomas are not released to students until this form is on file with the Office of the Registrar.</p> <p>* Doctor of Audiology students will follow a different process as established by the Dept. of Communication Disorders and Sciences and the Office of the Registrar.</p> <p>OTHER GUIDELINES MS candidates who are writing a thesis that is submitted to the Library and who plan to "march" in commencement are advised to have successfully defended their dissertation by MAY 15th. MS candidates requiring the use of a university room for their thesis defense must reserve a room three weeks in advance with the Coordinator of University Scheduling at (312) 942-5681.</p>	<p>1. Committee Chair signs upon completion of dissertation defense and approval of final draft.</p> <p>2. Program Director signs to verify that all academic requirements have been met or will be completed by the end of the quarter.</p> <p>3. (Allow <u>two</u> working days for this step.) Present this form to the Office of the Registrar for preparation of microfilm letter needed in #5.</p> <p>4. Present this form and letter from step #3 to the Director of the Library. Submit with original copy of dissertation and money order to <i>Proquest Information and Learning Company</i>. See the information sheet available from the Library about microfilming fees and services. There is a \$5 shipping fee payable to the Library for submission of your manuscript to Proquest. Director of Library will also determine if all fines have been paid and all library materials have been returned.</p> <p>5. Present the "DA" form to Financial Aid for an exit interview. If you have not received aid, Financial Aid will waive the interview and sign the form.</p> <p>6. Present the "DA" form to Loan Collection Coordinator. If you have not received loans, the Loan Collection Coordinator will waive the interview and sign the form.</p> <p>7. Present the "DA" form to the Bursar for signature and clearance of financial obligations to the University or Medical Center.</p> <p>8. Students utilizing Rush parking must make arrangements to return the AVIT. This can be done up to two weeks before a student leaves the University.</p> <p>9. Inform Office of the Registrar of post-graduation address. Degree Approval form should be submitted to the Office of the Registrar on or before the last day of the quarter of graduation. Student ID card must be surrendered at the time this form is submitted. PhD students must complete Survey of Earned Doctorate. Diplomas are not released to students until this form is on file with the Office of the Registrar.</p> <p>OTHER GUIDELINES PhD candidates who plan to "march" in commencement are advised to have defended their dissertation by MAY 15th. After approval of dissertation, but before the defense, make an appointment with the Director of the Library (phone: (312) 942-2271) to obtain approval of dissertation format and other instructions.</p> <p>If you require the use of a university room for the dissertation defense, reserve a room three weeks in advance with the Coordinator of University Scheduling at (312) 942-5681.</p>
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Quarterly Graduation Dates:

- Summer 2009 = August 29
- Fall 2009 = December 12
- Winter 2010 = March 20
- Spring 2010 = June 12

- Summer 2010 = August 28
- Fall 2010 = December 11
- Winter 2011 = March 19
- Spring 2011 = June 11

THIS COMPLETED FORM MUST BE RETURNED TO THE OFFICE OF THE REGISTRAR IN ADVANCE OF THE STUDENT'S OFFICIAL GRADUATION DATE. STUDENTS NOT SUBMITTING THE FORM WILL NOT RECEIVE THEIR DIPLOMA AND WILL BE REQUIRED TO REGISTER FOR THE NEXT QUARTER THEREBY DELAYING THEIR GRADUATION. IF THERE ARE QUESTIONS, PLEASE CONTACT THE OFFICE OF THE REGISTRAR.