



PART 1

To be completed by student. Please print legibly!

LAST Name _____
 FIRST Name _____
 Student ID # 00 _ _ _ _ _

Degree and Specialty:	<input type="checkbox"/> MSN Major: _____	PhD ONLY Dissertation Title	Dissertation title is needed for Rush transcript & Commencement program. Submit the title with this form or e-mail title by APRIL 15 TH to Registrars_Office@Rush.edu
	<input type="checkbox"/> DNP		
	<input type="checkbox"/> PhD		

1. Do you plan to earn another degree/certificate at Rush?

No Yes. If yes, what degree/certificate?

2. Have you earned any other degrees/certificates at Rush?

No Yes. If yes, what degree/certificate?

Post Graduation Address for Alumni Records

Address _____

 City _____ State _____
 Zip _____ Ph# (_____) _____

PART 2

After obtaining signatures #1 and #2, signatures #3 through #8 can be obtained in any order with signature #9 being last.

- PhD Dissertation or DNP Project Committee Chair**
All requirements for the dissertation or project have been met.
- ADVISOR/SPECIALTY COORD./PROGRAM DIRECTOR**
All academic requirements for the degree have been met or will be completed by the end of the term.
- END of PROGRAM SURVEY**
Survey completed.
- (PhD ONLY) OFFICE OF THE REGISTRAR**
Letter for Library microfilming.
- LIBRARY**
Library obligations checked. (All students)
Dissertation received (PhD students)
- OFFICE OF FINANCIAL AID**
Student has performed exit interview or been waived.
- BURSAR**
Status of student's account balance with University checked.
- PARKING GARAGE**
Student has made arrangements to return AVIT. If Rush parking is not being used, Office of the Registrar can sign.
- OFFICE OF THE REGISTRAR**
Post-graduation address checked for all students. Survey of Earned Doctorate completed (for PhD students only).
ID Card received? Yes No ID Not Issued

1. _____	Signature	_____	Date
2. _____	Signature	_____	Date
3. _____	Signature	_____	Date
4. _____	Signature	_____	Date
5. _____	Signature	_____	Date
6. _____	Signature	_____	Date
7. _____	Signature	_____	Date
8. _____	Signature	_____	Date
9. _____	Signature	_____	Date

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 TERM THEREBY DELAYING THEIR GRADUATION. IF THERE ARE QUESTIONS, PLEASE CONTACT THE OFFICE OF THE REGISTRAR.

DEGREE APPROVAL INSTRUCTIONS

- 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. (Distance students should contact their Program Assistant for assistance.)
- B. Plan ahead! Anticipate and set aside the time required to circulate the "DA" form at the end of the term.
- 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

MSN Complete items 2-3-5-6-7-8-9	DOCTOR OF NURSING PRACTICE (DNP) Complete items 1-2-3-5-6-7-8-9	PhD in NURSING Complete all items 1 through 9
<p>2. Advisor, Specialty Coordinator or Program Director signs to verify that all academic requirements have been met or will be completed by the end of the term.</p> <p>3. You will receive two emails with links to complete Contact Information and End of Program surveys. The Program Assistant will collect the form and sign upon completion of surveys.</p> <p>5. 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>6. Present the "DA" form to Financial Aid for an exit interview. If you have not received aid, F.A. 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 term 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 Candidates who will complete degree requirements in the Summer term may participate in the Spring commencement ceremony.</p> <p>NOTE: Anesthesia MSN candidates who will complete degree requirements in September/October are considered "Summer" graduates and should identify themselves as such for all graduation activities.</p>	<p>1. Committee Chair (Advisor signs upon completion of the project presentation).</p> <p>2. Program Coordinator signs to verify that all academic requirements have been met or will be completed by the end of the term.</p> <p>3. You will receive two emails with links to complete Contact Information and End of Program surveys. The DNP Program Assistant will collect the form at final on-campus visit and sign upon completion of surveys.</p> <p>5. 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>6. Present the "DA" form to Financial Aid for an exit interview. If you have not received aid, F.A. 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 term 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 Candidates who will complete degree requirements in the Summer term may participate in the Spring commencement with the approval of the advisor and program director.</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 term.</p> <p>3. You will receive two emails with links to complete Contact Information and End of Program surveys. The PhD Program Assistant will collect the form and sign upon completion of surveys.</p> <p>4. (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>5. Present this form and letter from step #4 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. 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>6. 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>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 term of graduation. PhD students must complete Survey of Earned Doctorate. 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 Candidates who will complete degree requirements in the Summer term may participate in the Spring commencement ceremony.</p>

**** All MSN Students (Except Anesthesia, GEM and Clinical Nurse Leader)
Must Complete This Form ****

**RUSH UNIVERSITY
COLLEGE OF NURSING
NURSE PRACTITIONER/CLINICAL NURSE SPECIALIST PROGRAM OF STUDY
COMPLETION OF REQUIREMENTS**

Directions:

1. This form is completed by students who are enrolled as MSN students only. (MSN students majoring in Anesthesia, GEM or Clinical Nurse Leader do not complete this form). Post-MSN and Post-DNP students complete **the Post-Master's Certificate Approval form**.
2. Student completes the top portion of the form and submits to advisor.
3. Both the Advisor and the Specialty Coordinator complete the required information and sign and date the form. Completed form should be submitted to Program Assistant.
4. The Office of the Registrar will indicate on the student's transcript completion of requirements for the practitioner/specialist program. This form must be received by the Office of the Registrar before a student can be graduated.

Name _____	Student ID# 00 _____ Date _____
Address _____	City _____ State _____ Zip Code _____
Primary Phone (____) _____ - _____	Secondary Phone (____) _____ - _____

The above student has successfully completed the program of study for the following track: (Check only ONE specialty).

- | | |
|---|---|
| <input type="checkbox"/> Acute Care NP/Critical Care CNS
<input type="checkbox"/> Adult Gerontological Acute Care NP
<input type="checkbox"/> Adult Gerontological Acute Care NP/Acute Care CNS
<input type="checkbox"/> Adult Gerontological Acute Care NP/Critical Care CNS
<input type="checkbox"/> Acute Care Pediatric NP
<input type="checkbox"/> Adult Gerontological CNS
<input type="checkbox"/> Adult Gerontological Acute Care CNS
<input type="checkbox"/> Adult Gerontological NP
<input type="checkbox"/> Advanced Public Health Nursing
<input type="checkbox"/> Adult Gerontological Acute Critical Care CNS | <input type="checkbox"/> Adult NP/Gerontological NP
<input type="checkbox"/> Family NP
<input type="checkbox"/> Neonatal CNS
<input type="checkbox"/> Neonatal NP
<input type="checkbox"/> Pediatric CNS
<input type="checkbox"/> Primary Care Pediatric NP
<input type="checkbox"/> Psychiatric Mental Health Adult NP
<input type="checkbox"/> Psychiatric Mental Health Family NP
<input type="checkbox"/> Public Health CNS
<input type="checkbox"/> Other _____ |
|---|---|

Total Number of Didactic Hours Completed: _____ **semester** hours equivalent to _____ clock hours

Total Number of Clinical Practicum Hours Completed: _____ clock hours

Advisor's Signature _____ Date _____

Specialty Coordinator's Signature _____ Date _____

Note: Due to the College of Nursing Academic Calendar Change: 1 quarter hour is equivalent to .67 semester hours

Submit completed form to Program Assistant

cc: Advisor
Specialty Coordinator
Student & Student's File
Office of the Registrar

OFFICE
ENTERED IN DATABASE _____
DISTRIBUTED COPIES _____