

DEGREE APPROVAL

College of Health Sciences and The Graduate College



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

LAST Name _____

FIRST Name _____

Student ID # 00 ____ _

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

Dissertation Title:	For 2018 Commencement program, please submit the Dissertation Title Form by Feb.24 at rushedu-avvic.formstack.com/forms/dissertation_title__2018_commencement_ceremony For Degree Conferral, please return the form with all signatures to the Registrar's Office in AAC Suite 440. Spring 2018 - Due 04/27/2018 Summer 2018 - Due 08/24/2018
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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>	1.		
		Signature	Date
<p>2. PROGRAM DIRECTOR All academic requirements for degree have been met or will be completed by the end of the quarter.</p>	2.		
		Signature	Date
<p>3. OFFICE OF THE REGISTRAR (only PhD or master's students writing a thesis) Letter for Library microfilming.</p>	3.		
		Signature	Date
<p>4. LIBRARY Library obligations checked. (All students) Dissertation/thesis received (Some MS and all PhD students)</p>	4.		
		Signature	Date
<p>5. OFFICE OF FINANCIAL AID Student has performed exit interview or been waived.</p>	5.		
		Signature	Date
<p>6. LOAN COLLECTION COORDINATOR Student has performed exit interview or been waived.</p>	6.		
		Signature	Date
<p>7. BURSAR Status of student's account balance with University checked.</p>	7.		
		Signature	Date
<p>8. PARKING GARAGE Student has made arrangements to return AVIT.</p>	8.		
		Signature	Date
<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>	9.		
		Signature	Date

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

<ol style="list-style-type: none"> 1. Committee Chair signs upon completion of thesis defense and approval of final draft. 2. Program Director signs to verify that all academic requirements have been met or will be completed by the end of the quarter. 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. 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. 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. 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. 7. Present the "DA" form to the Bursar for signature and clearance of financial obligations to the University or Medical Center. 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. 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>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>	<ol style="list-style-type: none"> 2. Program Director signs to verify that all academic requirements have been met or will be completed by the end of the quarter.* 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. 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. 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. 7. Present the "DA" form to the Bursar for signature and clearance of financial obligations to the University or Medical Center. 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. 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>* 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>	<ol style="list-style-type: none"> 1. Committee Chair signs upon completion of dissertation defense and approval of final draft. 2. Program Director signs to verify that all academic requirements have been met or will be completed by the end of the quarter. 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. 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. 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. 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. 7. Present the "DA" form to the Bursar for signature and clearance of financial obligations to the University or Medical Center. 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. 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>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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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.