



## Office of Registration & Records GRADUATION CLEARANCE FORM

### INFORMATION FOR GRADUATES

All graduating students must complete the **Graduation Clearance form** and obtain appropriate departmental signatures before receiving any degrees or certificates. Additionally, students who received financial aid must participate in exit counseling prior to obtaining a clearance signature from the Office of Financial Aid and Scholarships. For more information about exit counseling, please visit the *Financial Aid* section of the University Catalog.

This clearance procedure should be initiated 90 days prior to the last day of classes. Students who have outstanding financial obligations to the University will not receive a degree until the obligations have been satisfied.

The **Graduation Clearance** form can be found in the Student Center and online at [www.cdrewu.edu/registrar](http://www.cdrewu.edu/registrar). The form should be filled out completely. All signatures must be obtained from the following departments:

- University Library (Cobb Building, 1<sup>st</sup> Floor)
- Office of Financial Aid and Scholarships (Student Center)
- Finance (Cobb Building, 2<sup>nd</sup> Floor)
- Program Director/Department Head or SON Director of Student Affairs

Once you have received all of the required signatures, please submit the Clearance form to your Program Director/Program Coordinator. Program Directors will forward completed forms to the Office of Registration and Records. The Registrar will review your file and sign off when complete. Once your file has been reviewed and audited by the Registrar, you will be notified via email that your degree conferral date has been posted.

**Completed Graduation Clearance forms are due** (to your program director/program coordinator) by the last day of the Semester. Please see the Academic Calendar available at [www.cdrewu.edu/registrar](http://www.cdrewu.edu/registrar) for specific due dates.

## FAQ

### **When will my degree be conferred?**

All forms are processed in order in which they are received. The process can take up to 90 days after the last day of classes (this includes the auditing of your file by your department and by the Office of Registration and Records).

### **Can the office verify that I've completed my studies before my conferral date is posted?**

Yes! Please complete an Enrollment Verification form (found online or in our office) and we can provide a degree completion letter for your potential employer/admissions counselor/third party.

### **Is the conferral date the same date my degree/certificate will be posted?**

No. The conferral date is the date on which your degree is officially awarded. Conferral dates are published in the Academic Calendar. Please note, the conferral date is not the date your degree audit will be completed. It can take up to 90 days from the last day of classes for the degree audit process to be completed. Upon successful completion of the audit, the Office of Registration and Records will retroactively add the conferral date onto your transcript.

### **How will I know my degree has been conferred?**

The Office of Registration and Records will send an email to your **PERSONAL EMAIL ADDRESS** once your degree has been posted. Please make sure to print your personal email address CLEARLY on the Graduation Clearance form. Your @cdrewu email will be deactivated once your degree has been posted.

### **How do I order official transcripts with my degree/certificate posted?**

To ensure your degree will be posted on your transcripts select to place the order "On Hold for Degree". All orders on hold for degree will not be processed until the Office of Registration and Records has completed the audit process and posted the degree.

### **When will I get my diploma/certificate?**

Please make sure to choose an option for how you to receive your diploma/certificate. Diplomas/certificates are completed 3-4 weeks after degrees have been posted. On your graduation clearance form, you can choose to have your diploma mailed to you or you can pick it up (you will be notified by email when your diploma is ready for pick up). If you request to have your diploma/certificate mailed, please be aware that it will be sent to the address on file at CDU. You can update your mailing address using MyCDU Self-Service or by submitting an address change form to the Office of

Registration and Records. Address Change forms are available in the Student Center or online at [www.cdrewu.edu/registrar](http://www.cdrewu.edu/registrar).

**Once I finish my last semester, will I have access to MyCDU Self-Service, my Student Email Account, and my Unofficial Transcript?**

You will only have access to your MyCDU Self-Service, student email account, and unofficial transcript until your degree is posted. Once the degree is posted, you will lose access within 1-week. We recommend that you download a copy of your unofficial transcript once your final grades are posted and keep it for your records. Once your degree is posted, you will have to order Official Transcripts to get copies of your grades. We also recommend forwarding any important emails to your personal email address.

**Do I need to call to find out the status of my graduation clearance form?**

Please refrain from calling the Office of Registration and Records to check on the status of your graduation clearance form. The Office understands the importance and urgency of having your degree posted. If there is an issue with the processing of your degree, the Office of Registration and Records will contact you. Calling our office may cause processing delays. We appreciate your patience and cooperation.



# Office of Registration & Records GRADUATION CLEARANCE FORM

Graduating students must obtain appropriate departmental signatures before receiving degrees/certificates. This clearance procedure should be initiated prior to the last day of school. Students who have outstanding financial obligations to the University will not have their degree posted until the obligation has been satisfied.

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date of intended completion: Term \_\_\_\_\_ Year **20** \_\_\_\_\_ Major: \_\_\_\_\_

**Personal** Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**DIPLOMA NAME** The name you select to be printed on your diploma must match the name that have been registered with Charles R. Drew University of Medicine and Science. You can check the name and spelling using MyCDU Self-Service under the "My Profile" tab. If the name in our records does not match the name appearing on the diploma or certificate, then an official name change documentation is required. Name Change Request forms are available at [www.cdrewu.edu/registrar](http://www.cdrewu.edu/registrar) under Student Forms. This process must also be used if you want your middle name added to your diploma.

**MAILING ADDRESS** Diplomas will be mailed to the address currently on file with Charles R. Drew University of Medicine and Science. Please confirm that the correct mailing address is on file using MyCDU Self-Service under the "My Profile" tab. Address changes can be completed in MyCDU Self-Service or using an Address Change Request form available at [www.cdrewu.edu/registrar](http://www.cdrewu.edu/registrar) under Student Forms.

Yes. Mail my diploma.  No. Notify me via email when my diploma arrives; I will pick it up.

I understand that I must return all borrowed items (if any), pay outstanding balance(s), and receive an authorized signature from the following areas prior to graduating from Charles R. Drew University.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SIGNATURES BELOW REQUIRED BEFORE SUBMITTING TO THE OFFICE OF REGISTRATION & RECORDS

**University Library:** Reviews your account and informs you on any outstanding books that were borrowed or dues owed.  
Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office of Financial Aid & Scholarships:** Reviews your financial aid file, collects and conducts an exit interview.  
Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Finance:** Reviews your account and informs you of any balance due. Balances owed must be paid in full before receiving any academic or financial aid records. Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Program Director/Department Chair/MMDSON Dir. Of Student Affairs:** The College reviews your file and determines if you have successfully completed the program. Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE OF REGISTRATION AND RECORDS ONLY

Initial & Date Clearance Form Received:	Graduation Application On File: YES NO	Date/Initials Degree Audit Completed:	Diploma Date Mailed/Picked Up:
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