



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 degree or certificated verification until the obligations have been satisfied.

The **Graduation Clearance** form (attached here) can be found in the Office of Registration and Records and online on the Office's webpage of the CDU website. The form should be filled out completely. All signatures must be obtained from the following departments:

- University Library (Cobb Building, 1st Floor)
- Office of Financial Aid and Scholarships (Building N)
- Finance (Cobb Building, 2nd Floor)
- Public Safety (Cobb Building, 1st Floor)
- Program Directory/Department Head or Mervyn M. Dymally SON Director of Student Affairs
- Office of Strategic Advancement (Cobb Building, 2nd Floor – Suite 286)

COSH Students – Once you have received all of the signatures required, please submit the Clearance form to the Office of Registration and Records. The Registrar will complete a review of 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.

SON Students – Once you have received all of the signatures required, please submit the Clearance form to the School of Nursing. The School will then submit the form to the Office of Registration and Records on your behalf. Once the Office receives your form, the Registrar will complete a review of 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.

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 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 published on the Academic Calendar is the date the Office of Registration and Records begins the auditing process. Note that upon successful completion of the audit, the Office will retroactively add the conferral date onto your transcript.



How will I know my degree has been conferred?

Please make sure to print your personal email CLEARLY on the Graduation Clearance form. Your @cdrewu email will be deactivated once your degree has been posted, so you will be notified by personal email that your degree/certificate audit has been completed and degree/certificate posted to your record.

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

You may place a transcript order with the option “after degree has been posted.” This will ensure that your request will only be processed after the degree conferral date has been posted. Transcripts can be ordered [HERE](#).

When will I get my degree/certificate?

Please make sure to choose an option for how you to receive your degree or certificate. You may either have your degree mailed, or, picked up (you will be notified by email for a degree pick-up). Typically, degrees are mailed out 3 to 4 weeks after your degree has been posted.

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 your status. 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, so we appreciate your patience and cooperation.



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 receive degree/certificate verification until the obligation has been satisfied.

Last Name: _____ First: _____ MI: _____ Student ID: _____

Date of intended completion: Term _____ Year **20** _____ Program: _____

Personal Email: _____ Phone #: _____

Please **print your name CLEARLY as you would like it to appear on your degree and/or certificate**. If the name in our records does not match the name appearing on the diploma or certificate, an official name change documentation is required. Name Change Request forms are available at www.cdrewu.edu/students.

Name: _____

Diploma mailing address: _____
Street Apt
City State Zip Code

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

You 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. This form must be complete and on file in the Office of the Registration and Records prior to the release of any academic or financial aid records, including degrees and/or certificates.

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 the required documentation 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: _____
- Public Safety:** Turn in your Student ID & Parking Permit. 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 Strategic Advancement:** Confirms current address and contact information. Authorized Signature: _____ Date: _____

OFFICE OF REGISTRATION AND RECORDS ONLY

Received By:	Date Grad Clearance Form Received:	Graduation Application On File:
Date/Initials Degree Audit Completed:	Diploma Date Printed:	Diploma Date Mailed/Picked Up:

Registrar: Reviewed and confirmed all signatures were received. Degree audit has been performed and cleared for graduation.
Authorized Signature: _____ Date: _____

CDU has a zero tolerance for any form of discrimination and/or harassment including, but not limited to, discrimination and/or harassment on the basis of race, color, sex, sexual orientation, gender, gender identity, gender expression age (over 40), physical handicap, disability, national origin, ancestry, marital status, medical condition, military or veteran status, genetics, or religion. CDU does not prohibit the use of any language unless such prohibition is required for business or academic purposes. CDU will not retaliate against any employee, applicant, or student because they have engaged in protected activity.