



GRADUATION FILING PROCESS

Students who expect to receive a degree and/or certificates should review the following steps in order to ensure timely processing of graduation application.

Graduation Semester	Application for Graduation Filing Deadline
Spring 2019	12/07/2018
Summer 2019	03/15/2019
Fall 2019	08/02/2019

Students must first file a **Graduation Application** with the Office of Registration and Records within the filing period deadlines. The Graduation Application and filing deadlines are located in the Office of Registration and Records office. A degree plan of study will be provided to the student by the Faculty Advisor/Program Director or Mervyn M. Dymally School of Nursing (MMDSON) Dir. Of Student Affairs, so that advising can take place leading to successful program completion.

What must I do in order to file to graduate?

1. Complete your required semester units (including work in progress).
2. Review your academic requirements by logging into your MyCDU and check your courses and grades. You may also print an unofficial transcript to verify your requirements.
3. Print out the **Graduation Application** form from the www.cdrewu.edu/students.
4. Meet with your Adviser/Program Director/MMDSON Dir. Of Student Affairs to complete a degree audit review and a plan to complete all remaining degree/certificate requirements on time.
5. Once your **Graduation Application** has been signed off by your Adviser/Program Director/MMDSON Dir. Of Student Affairs, submit the form to the Office of Registration and Records. The **Graduation Application** must be received by the dates indicated above and will help determine graduate names for the CDU Commencement Program.
6. Lastly, prior to end of your *final* semester, file a **Graduation Clearance Form** with the Office of Registration and Records (*separate from the Graduation Application*).
Upon receipt of the completed **Graduation Clearance form**, along with your **Graduation Application**, the Registrar will conduct a final degree audit. Upon successful final degree audit, the Registrar will post your degree and process your diploma or certificate, which can take up to **90 days** from your last day of class



Charles R. Drew University of Medicine and Science • Office of Registration and Records
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Graduation Application

Students who expect to graduate in any given term must file a Graduation Application with the Office of Registration & Records the semester prior, to their final term of enrollment. The Graduation Application will also be used to determine graduate names for the CDU Graduation Commencement Program.

- Complete your required semester units (including work in progress) and fill out this form.
- Meet with your Faculty Adviser/Prgm Director/SON Dir. Of Student Affairs to complete a degree audit review and a plan to complete all remaining degree/certificate requirements.
- Once your form has been signed off and approved by your school department, submit the **completed form** to the Office of Registration and Records by the indicated date below.

Graduation Semester- Degree Conferral	Deadline to File
Spring 2019 - May 17	By 12/07/2018
Summer 2019 - August 31	By 03/15/2019
Fall 2019 - December 31	By 08/02/2019

Date: _____ Student ID: _____

Last Name: _____ First: _____ MI: _____

Program: _____ Mobile Phone: _____

Start Date: Term _____ Year **20** _____ Sem. of intended completion: Term _____ Year **20** _____

Please check expected degree/certificate: AS BS MPH MSN MHS MSBMS Certificate

For Academic Unit Use Only					
Category:	Required	Completed	Transferred	In Progress (current sem.)	Final Semester
General Education Units:					
Core Units:					
Electives Units:					
Clinical Requirement:					
Service Hours:					
Total Units:					

Student Signature: _____ Date: _____

Academic Unit Signature: _____ Date: _____

Title: _____

Office of Registration & Records Only	
Date Application Received:	Degree Audit Completed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Received By:	Audit Completed By & 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.