

Doctoral Student Checkout Instructions

Congratulations on your upcoming completion of your degree program! We are extremely proud of your accomplishments and wish you the best of luck in future endeavors.

Listed below are various items that you must complete before you exit the University:

1. Complete the Application for Degree form and submit it to the Registrar's Office. The form is available at [Graduation Information](#). Note that you will be assessed a \$100.00 graduation fee.
2. Complete all course and instructor evaluations in Canvas prior to your last day of class. Practicum courses do not have evaluation forms.
3. Complete the [Student Clearance Form](#). The student Clearance Form must be completed and submitted before your diploma will be sent to you.
4. International and Permanent Resident students only: Contact your international advisor at 713.500.3176 for out-processing.
5. Exit interviews for any type of student loan funds are mandatory. Instructions can be found on the website for [Student Financial Services](#).
6. For Spring Graduates only, you may be required to submit a Good Academic Standing Form if grades are not posted in time for graduation.
7. Return your Student ID Badge any equipment that belongs to the university or your faculty advisor.
8. Upload an electronic copy of your approved Dissertation to the Graduation course in Canvas. You must submit two original signed dissertation cover pages to the Office of Academic Affairs for your bound dissertation. SBMI will provide one bound dissertation copy to the student upon graduation. Additional copies can be purchased by submitting the [Dissertation Order Form](#).
9. Complete the [Survey of Earned Doctorates](#).
10. Complete the [Student Information Exit Survey](#).
11. Submit the [Dissertation Publishing Agreement](#).
12. Complete the Diploma Release assignment in the Graduation course in Canvas. You can expect to receive your diploma 2-3 months after your graduation date.

For more details, about graduation please visit our [SBMI Website](#).

Thank you.
Office of Academic Affairs
University Center Tower UCT E680
713-500-3591