Doctoral Student Checkout Instructions

Congratulations on your upcoming completion of your degree program! We are extremely proud of your accomplishment 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. You must complete course and instructor evaluation forms prior to exiting the University.

2. You must complete the Student Clearance Form. You should allow yourself about 2 hours to complete this process. You will need to get signatures from various departments across campus to complete this form. The form is available in the Dean's Office, UCT 800. This form must be completed before your diploma will be sent to you.

3. Exit interviews for any type of student loan funds are mandatory. Call 713-500-3088 to schedule an online interview.

4. Clearance forms will not be signed for those students who have outstanding emergency loans at the time of the exit interview. These loans can be repaid the day of the exit interview; however, personal checks will not be accepted. Two weeks prior to graduation, emergency loans must be repaid by cash, money order, or cashier's check.

5. The Financial Aid Office would appreciate having the address and telephone number of your parents, your spouse's parents (if married), and three other relatives or friends who will always know your address. Also, please bring the address and telephone number of your expected employer after graduation.

6. Clean out your student locker, cubicle, and mailbox. Return the cubicle key(s) to the Office of Academic Affairs.

7. Submit a completed Student Information Exit Survey to the Office of Academic Affairs (UCT 800).

8. Submit an electronic copy of your approved dissertation paper in Word format to smbiacademics@uth.tmc.edu.

9. Submit a confirmation of electronic submission of your paper to smbiacademics@uth.tmc.edu or a prepared package of the contents required including an addressed cover letter ready to mail to the peer-reviewed journal.

10. Submit the order for the binding and indexing of your dissertation. Attach a check made out to UTHSC-H SBMI for the cost.

You will be contacted in February to purchase your cap and gown for the graduation ceremony. Your diploma will be given to you at the graduation ceremony unless you graduated in the spring semester. If you have any questions, please call the Office of Academic Affairs at 713-500-3591.

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