

Master's 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. International and Permanent Resident students only: Contact your international advisor at 713.500.3176 for out-processing.
4. Complete the [Student Clearance Form](#). The student Clearance Form must be completed and submitted before your diploma will be sent to you.
5. For Spring Graduates only, you may be required to submit a Good Academic Standing Form if grades are not posted in time for graduation.
6. Exit interviews for any type of student loan funds are mandatory. Instructions can be found on the website for [Student Financial Services](#).
7. Return any equipment that belongs to the university or your faculty advisor.
8. Upload an electronic copy of your approved State of the Science paper and signed cover page to the Graduation course in Canvas.
9. Complete the [Student Information Exit Survey](#).
10. 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.
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