



# California Institute of Integral Studies

## GRADUATION APPLICATION

If you are in your final semester, fill out this application and submit it to:

CIIS, Registrar's Office, 4<sup>th</sup> Floor 1453 Mission St., San Francisco, CA 94103

or fax it to: 415-575-1267

You are responsible for knowing and abiding by all of the following policies regarding graduation:

1. All students must apply to graduate, whether or not they participate in the commencement ceremony. Those who do not apply will not have their degrees conferred.
2. The graduation application fee is non-refundable.
3. The degree date will be the last day of the semester in which you've satisfied all of your program's academic requirements including all approvals of your thesis or dissertation (if applicable) AND submitted the graduation application and its fee. Degrees are not awarded retroactively. If you satisfied all of your academic requirements but failed to apply for graduation by the application deadline, your degree date will be the final day of the semester in which you apply.
4. CIIS has three degree conferral dates per year: the final day of each semester. The degree date will not be earlier in a semester, even if all academic requirements have been met.
5. CIIS has one commencement ceremony each year, directly after the spring semester. Only the students who have completed all academic requirements by that spring semester may participate in the commencement ceremony.
6. If you have satisfied all of your academic requirements your degree will be conferred, but CIIS will not release your official transcript or diploma or verify your degree to third parties until you have:
  - a) Met all outstanding financial obligations.
  - b) Returned all library books.
  - c) Completed the online *CIIS Graduation Survey*. (A link to the survey will be e-mailed to the address you supply below.)
  - d) FINANCIAL AID RECIPIENTS: Conducted an exit interview with the Financial Aid Office.
  - e) MCP STUDENTS: Submitted all case notes, termination forms, termination case summaries, monthly reports, outstanding debt letter to clients, and practicum site keys to your practicum site manager.
  - f) PSYD STUDENTS: Completed the department's exit survey. (Both this and the *CIIS Graduation Survey* are required.)
7. Your diploma and one copy of your official transcript will be ready approximately two months after your final semester. If you want additional copies of your transcript, you must submit a *Transcript Request Form* and applicable fee.
8. The graduation application is valid for three consecutive semesters, beginning with the semester you list on this application. If you have not satisfied all of your academic requirements after three semesters, the application becomes void and you will need to re-apply to graduate and re-submit the application fee.

Name exactly as you would like it to appear on your diploma: \_\_\_\_\_

Name on CIIS academic record if different from above: \_\_\_\_\_

CIIS Student ID: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_ Academic Program: \_\_\_\_\_

Final Semester: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

- Check one:  I will pick up my diploma and transcript at the Registrar's Office. I will be called when they are ready.  
 Please mail my diploma and transcript to the address below.

\_\_\_\_\_ street city state zip country

Check to indicate that you've read and understand the following:

- The Registrar' Office will not mail my diploma and transcript to an address other than the above unless I submit a written request. I understand this applies *even if I submit an address change after submitting this application.*

Degree and Application Fee: (check one)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> MA without thesis \$140 | <input type="checkbox"/> Non-Terminal MA \$140<br>( <i>PsyD students only</i> ) | <input type="checkbox"/> MFA \$140         |
| <input type="checkbox"/> MA with thesis \$295    | <input type="checkbox"/> Terminal MA \$140<br>( <i>doctoral students only</i> ) | <input type="checkbox"/> BA \$110          |
|  |   | <input type="checkbox"/> PhD \$295         |
|  |   | <input type="checkbox"/> PsyD \$295        |
|  |   | <input type="checkbox"/> Certificate \$185 |

Method of Payment:  Cash  Check or Money Order (made out to "CIIS")  
 Visa  MasterCard Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date : \_\_\_\_\_

CIIS USE ONLY:	DATE APPLICATION FEE PAID: _____	DATE ACAD CLEARANCE FORM _____
	DEPT. NO. _____	SENT TO ADVISOR: _____ RECEIVED FROM ADVISOR: _____

## Graduation FAQ's

### **What is the difference between "graduation" and "commencement"?**

"Graduation" is the posting of your degree to your record and is administered by the Registrar's Office. CIIS has three degree conferral dates per year: the last day of the fall, spring and summer semesters.

"Commencement" is the graduation ceremony and is administered by the Dean of Students. CIIS has one ceremony per year, directly after the spring. Those who have graduated in that spring semester, or the prior summer or fall semesters may participate.

Please note that being allowed to participate in the ceremony does not necessarily mean that you have graduated.

### **Why does CIIS charge students to graduate?**

All institutions of higher education charge their students a graduation/commencement fee. Some charge students at the beginning of their degree programs, while others add the cost to the tuition. CIIS administers the fee to the students when they apply to graduate so only those students who are graduating absorb the cost.

### **Do I have to apply to graduate and pay the application fee if I don't want to participate in commencement?**

Every student must apply to graduate and pay the application fee, whether or not they participate in commencement. CIIS does not waive the fee or part of the fee if you decide not to participate.

### **What does the fee cover?**

- Review of your academic progress
- One diploma with cover
- One official transcript
- Thesis/dissertation charges, if applicable (copyright, microfilming, indexing, abstracting, deposit copy for the library, copy for the student, handling and mailing)
- Eight invitations
- Six announcements
- Commencement-related expenses such as hall rental, refreshments, decorations, program printing, etc.

Regalia (cap, gown & tassel) rental is a separate fee, as not all students choose to wear them.

### **Where can I get more information?**

Questions regarding graduation:

Registrar's Office  
415-575-6127  
[registrar@ciis.edu](mailto:registrar@ciis.edu)

Questions regarding commencement:

Student Affairs Manager  
415-575-6118  
[mlam@ciis.edu](mailto:mlam@ciis.edu)