



Office of the Registrar
California Institute of Integral Studies

Graduation Guidebook

Summer 2026 | Fall 2026 | Spring 2027



Congratulations on nearing the completion of your program! This guidebook will help you finish all the tasks necessary to graduate. It's divided into four sections, each applicable to:

Contents

ALL STUDENTS	3
STUDENTS PARTICIPATING IN COMMENCEMENT.....	6
STUDENTS APPLYING FOR BBS LICENSURE.....	6
STUDENTS COMPLETING A DISSERTATION.....	9



ALL STUDENTS

Complete these tasks to ensure your degree can be conferred.

✓ **Verify that you've fulfilled the degree requirements.**

It is not possible to confer a degree for students who have unmet requirements, missing grades, I [Incomplete] grades, or are still registered for courses *even if they're not required by the program*.

Log into Self-Service and view your degree audit and unofficial transcript. If there are requirements that you believe should've been fulfilled with courses that:

- You've taken at CIIS ⇒ Submit a [Program Modification](#) form.
- You've taken at another institution ⇒ Submit a [Transfer Credit Request](#) form and an official copy of the transcript.
- Should have a grade but do not, or a grade of incomplete which should have been changed to the final grade ⇒ Contact the instructor to inquire about its status.

✓ **Apply to graduate.**

All students must apply, even those who do not intend to participate in the Commencement Ceremony. Apply by going to the Graduation Overview tile in [Self-Service](#). Registering for the ceremony is a separate process; see the *Students Participating in Commencement* section of this Guidebook.)

The application becomes valid only upon submission of the Graduation Application Fee and, for PhD and PsyD students, the Dissertation Publication Fee. Both are charged on the business day after the application is submitted and are paid via Self-Service.

The graduation application is valid for three consecutive semesters, including Summer. If you do not fulfill the academic requirements within those semesters, the application expires. To be eligible to graduate, you would then need to submit a new application and application fee. The Dissertation Publication Fee does not need to be repaid.

CIIS has five degree conferral dates per year: the final day of each semester. A degree will not be conferred earlier, even if your courses and/or sub-terms have already concluded.

All graduates receive a diploma and one official hard copy transcript. The graduation application will ask you to indicate whether you are picking these up from the Registrar's Office or if you want them mailed and, if so, to what address. If you decide after submitting the application that you want them mailed to a different address, you must send an email from your CIIS student email account (which will continue to be active) notifying the Registrar's Office of this. Simply updating your address through Self-Service will *not* update the diploma/transcript address.

If you want an official transcript showing the graduation date *before* receiving the one included with your diploma, you will need to submit a transcript request and fee, which can be done through the [National Student Clearinghouse](#). On the transcript request form, check the "when my degree has been conferred" box. If you are a Counseling Psychology student applying for licensure with the BBS, review the MCP/BBS checklist in this *Guidebook* about requesting your transcript.

If the diploma and transcript are returned as being undeliverable, we will contact you. If not successfully

delivered within one year, we will destroy them, and you will need to submit requests and fees for a duplicate diploma and official transcript.

Here is a table of the related dates and deadlines.

Graduation Semester	Graduation Application Deadline	Graduation Date	When Appears on Transcript*	When Diploma and Transcript are Mailed Out*
SUS/APSY Summer 2026	4/8/26	8/17/26	9/28/26	10/19/26
SPPH/SCT Summer 2026	5/19/26	8/10/26	9/21/26	10/22/26
Fall 2026	8/13/26	12/14/26	2/8/27	3/1/27
SUS/APSY Spring 2027	12/7/26	4/19/27	6/1/27	6/24/27
SPPH/SCT Spring 2027	1/5/27	5/10/27	6/22/27	7/14/27

**approximate*

✓ **Check whether you owe money.**

Degrees are not conferred for students with balances. Log into [Self-Service](#) and go to the Student Finance tile. If you have questions about your balance, contact the Office of Student Accounts at studentaccounts@ciis.edu or 415.390.6772.

✓ **Check whether you have any outstanding library materials or fees.**

Degrees are not conferred for students who have unreturned library materials or unpaid library fees. Log into <https://library.ciis.edu/libraryaccount/feesLib> to view your status.

When the Library closes your account, they will send a notification to your mymail.ciis.edu address. If you want your account to remain open, respond to that email.

✓ **Verify that you have graduated.**

You will be able to see the degree has been conferred by viewing your unofficial transcript on Self-Service. The degree date corresponds to the final day of the semester in which you've finished all academic and financial requirements and have a valid graduation application. It will appear on the transcript a few weeks after that because the Registrar's Office needs time to receive grades and clearances from programs and offices.

✓ **Submit the Graduation Survey.**

All students are invited to fill out the Graduation Survey, which helps CIIS learn what is doing well and what it can improve upon for the benefit of future students. Submission is therefore strongly encouraged. The Office of Institutional Research will send a link to your CIIS student email account shortly after the graduation application deadline. If you did not receive it, contact surveys@ciis.edu.



✓ **Financial aid recipients conduct an exit interview through the Department of Education and begin loan repayments.**

Federal Direct loans have a six-month grace period before repayment is due. For questions about repayment plans and additional payment deferment options, please contact your Direct student loan lender.

Log into the Department of Education [Federal Student Aid](#) to view your loan history and the contact information of your loan servicer, who can help you choose the repayment plan that works best for you and to set up auto-payments. If you become concerned that you'll fall behind, you may change your payment due date, switch repayment plans, or request a deferment or forbearance. It is important not to let your loan fall into default. Budget carefully, track your spending, and remain in contact with your loan servicer.

✓ **Participate with CIIS with fellow alumni.**

As part of an elite group of nearly 13,000 alumni, you'll be welcomed by [Alumni Relations](#). Keep them updated on your contact information because you're entitled to a host of [benefits, discounts, and networking opportunities](#). Additionally, we welcome you to stay connected to CIIS through the following channels:

- ◆ Join the [CIIS Alumni LinkedIn Group](#).
- ◆ Like us on [Facebook](#).
- ◆ Represent CIIS to prospective students in your area; contact the [Admissions Office](#).
- ◆ Include CIIS in your estate planning; contact the [Advancement Office](#).
- ◆ Alumni who are fully licensed psychotherapists and psychologists may be added to our [Alumni Therapy Referral Directory](#) by emailing alumni@ciis.edu
- ◆ Display your diploma prominently and share your experience of CIIS with others.



STUDENTS PARTICIPATING IN COMMENCEMENT

CIIS has one commencement ceremony each year. Students graduating in Summer 2026, Fall 2026, or Spring 2027 are eligible to walk in CIIS' 59th ceremony, to be held tentatively on Saturday, May 15, 2027, venue soon to-be-determined. Counseling Psychology students who've completed their courses in Spring 2027 and are taking only practicum in Summer 2027 are also eligible.

The Office of Events administers the ceremony and, during the Spring 2027 semester, will email you a request to confirm your intention to participate. Please check your CIIS email account, which will remain active. The [Commencement webpage](#) will feature the most recent information as it becomes available.

STUDENTS APPLYING FOR BBS LICENSURE

Submit your application to the California Board of Behavioral Sciences (BBS) for your Licensed Marriage and Family Therapist (LMFT) and/or the Licensed Professional Clinical Counselor (LPCC) registration number(s) within 90 days of graduating (i.e., the final day of your final semester) in order for the trainee counseling hours you completed between graduating and the issuance of your number to be counted toward your licensure.

CIIS is aware of this deadline and works quickly after conferring the degree to issue the transcript and program certification. You can assist by verifying that you've fulfilled all degree requirements (especially LPCC students), that no grades are missing, and by submitting, before you graduate, a request to have an electronic copy of your transcript sent to the BBS (see below for instructions).

- ✓ **Licensed Marriage and Family Therapist (LMFT)**
 - Apply for an Associate Marriage and Family Therapist (AMFT) number at <https://www.bbs.ca.gov/applicants/lmft.html>.
 - You may accumulate up to a maximum of 1,300 hours of supervised work experience before graduation. Check with your program for minimums.

- ✓ **Licensed Professional Clinical Counselor (LPCC)**
 - Apply for an Associate Professional Clinical Counselor (APCC) registration number at: <https://www.bbs.ca.gov/applicants/lpcc.html>
 - The BBS requires that applicants for an APCC number successfully complete 13 specific, three-unit courses, 10 of which must appear on the transcript of the degree-granting institution (i.e., CIIS) and taken before graduating. If you haven't previously, submit the [Program Modification](#) form to declare the LPCC track. Once processed, the LPCC courses will be added to your degree requirements and can be seen on your degree progress page of [Self-Service](#). If you have fewer than 13 of these courses, you will be eligible to graduate but the BBS will notify you in a letter that you have one year to complete the deficiencies, and you may not earn hours as an APCC until you have your certification from the BBS.



Applications to the BBS for the registration number require official transcripts, a program certification, and, for students with transfer credit, a Transfer Credit Explanation Letter. The Registrar’s Office automatically issues all three when students request the transcript be sent to the BBS.

Ordering An Official Transcript

Submit a request through the [National Student Clearinghouse](https://www.nsclearinghouse.org) to have an electronic copy of your transcript sent to BBStranscripts@dca.ca.gov.

In the Recipient section of the request form, select “Education Organization, Application Service, Scholarship and Professional Licensing”. The form will provide a drop-down menu of organizations, and the BBS is *not* included. Scroll to the bottom and select “Not in List” and type in California Board of Behavioral Sciences.

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

Select Organization

- Virginia Department of Education
- Washington Education Association (WEA) Teacher Residency Pro
- William S. Middleton Memorial Veterans Hospital
- Wisconsin Department of Safety & Professional Services
- Not in List




For the question “When do you want your transcript processed?”, be sure to select “After Degree Completion Statement is Posted.”

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?

Current Transcript - Process As Is

After Degree Completion Statement Is Posted 

In the Delivery Information section, indicate which license(s) you are applying for, AMFT, APCC or both. This will let the Registrar’s Office know which BBS Program Certification(s) to include with the transcript.


Delivery Information

How do you want your transcript sent?

Electronic - \$1.00

How many copies do you want?

1 copy = \$11.00

Enter other required instructions only 

(Optional)

The transcript request is fulfilled approximately two weeks after the degree appears on the transcript, as time is needed to receive the Program Certification form from the Counseling Psychology Department.

STUDENTS COMPLETING A DISSERTATION

During the dissertation technical editing and publication phase, work with the university's [Center for Writing and Scholarship](#) (CWS). For questions about the technical review process, contact the CWS Editing and Publication Manager at editing@ciis.edu. CWS-approved technical reviewers must review all dissertations to ensure that formatting and citations follow both CIIS' and ProQuest UMI's guidelines. For additional information about the dissertation process or required forms, visit the [Dissertation Office site](#) or contact dissertations@ciis.edu.

Task	Summer 2026 Graduation Deadline	Fall 2026 Graduation Deadline	Spring 2027 Graduation Deadline
<p>1. Book a technical editor</p> <p>After completing the content revisions required by your dissertation committee, and a successful dissertation defense, submit the dissertation for a technical review. Email the technical editor a summary of details such as page count, number of tables or figures (if any), citation style, defense date, anticipated date of graduation, and any other relevant information. If the reviewer confirms availability, agree upon a tentative timeline for the work and a payment plan to ensure that the reviewer is compensated <i>before</i> the dissertation is published.</p>	During the semester prior to graduation.	During the semester prior to graduation.	During the semester prior to graduation.
<p>2. Apply to graduate</p> <p>See page 3 of this guidebook for application instructions.</p>	5/19/26	8/13/26	1/5/27
<p>3. Complete oral defense</p> <p>Set a defense date with your committee. Three weeks before the defense, submit the Oral Defense Arrangement form to your program manager/coordinator and the Dissertation Office at dissertations@ciis.edu. Make any post-defense revisions required by your dissertation committee, and submit the completed and signed Dissertation Approval form and Dissertation Assessment forms to your program manager/coordinator and the Dissertation Office at dissertations@ciis.edu. You may begin the technical review process once your committee approves your dissertation. The CWS can work only with students who are registered, so if you complete your defense after the deadline, it will be necessary to register in the subsequent semester for DISS 900 Dissertation Publication. DISS 900 has a significantly lower tuition charge than Thesis/Dissertation Seminar, but it is not classified as at least half-time enrollment which is</p>	6/8/26	10/5/26	3/1/27



required to be eligible for financial aid and to allow financial aid loans to be deferred.



Task	Summer 2026 Graduation Deadline	Fall 2026 Graduation Deadline	Spring 2027 Graduation Deadline
<p>4. Complete technical edits and submit dissertation to CWS and program chair/director</p> <p>The technical reviewer sends you 1) a feedback form of style and formatting edits needed to prepare the dissertation for publication, including, if you've hired them to do so, changing document margins, page numbers, layout rotations, and inserting tables, figures, and letters of permission to reprint; and 2) an invoice which is based on the number of hours they spent on the review. Implement these changes and submit both the dissertation and the feedback form to editing@ciis.edu.</p>	7/13/26	11/16/26	4/12/27
<p>5. Receive feedback from the CWS and submit the <i>Dissertation Approval</i> form, signed by the program chair, to the Dissertation Office</p> <p>The CWS reviews the manuscript to ensure the technical reviewer's recommended edits were incorporated and sends you a list of any remaining edits needed, along with directions for creating an account to upload the dissertation to ProQuest/UMI for publication. Submit the Dissertation Release form to indicate your decision to either embargo your dissertation (i.e., permit only the title, abstract, and citation information to be released to the public for a set period of time) or to allow the full dissertation to be immediately released, and to provide your dissertation mailing address.</p>	7/27/26	11/30/26	4/26/27
<p>6. Upload publication-ready dissertation to ProQuest/UMI</p> <p>The Dissertation Publication Fee covers ProQuest's copyright charge and Open Access publication. You may order bound hard copies of your dissertation directly from ProQuest at a discounted rate. To request information about this, email disspub@proquest.com.</p> <p>Once you have completed the ETD upload process, the CWS will be automatically notified. The CWS director will perform a last cosmetic check of all uploaded manuscripts, notify the Registrar's Office that your dissertation's been published, and send you a confirmation email. At this point, you will have completed the entire dissertation publication submission process!</p>	8/10/26	12/14/26	5/10/27



