Academic Requirements

- Graduation requirements: Contact your program’s Student Services administrator.

AXESS

- Apply to graduate in AXESS by April 14, 2017, at 5:00 PM
  - Select "Apply to Graduate" from the drop down menu on the Student Center Academics tab and complete the entire application to graduate process.
  - Late applications can be submitted before 5:00 PM on June 7, 2017. You will incur a $50 late filing fee, and your diploma is not guaranteed to be available at the Stanford Medicine ceremony. Applications will not be accepted after the late filing deadline.
  - Select how you wish to receive your diploma: at the ceremony, pick-up at the Student Services Center, or by mail (for a fee).

- Update your home address.
- Check the “Holds” list. Diplomas will not be distributed if you have a hold.

Diplomas

- Stanford Medicine’s Diploma Ceremony is on Saturday, June 17, but your degree conferral date is Sunday, June 18.
- Your name as it appears on your diploma will be identical to your primary name of record in Stanford University’s educational records. Changes to diploma names can be made by submitting the “Diploma Name Form” found on the Registrar’s web site: https://registrar.stanford.edu/students/diplomas/how-your-name-appears-diploma
- If you elected to pick-up your diploma, it will be available on Sunday, June 18, from noon – 4:00 PM at the Student Services Center in Tresidder Memorial Union.
- You can change your distribution choice, via Axess, up until two weeks before degree conferral. After this deadline has past, you must complete a Diploma Distribution form to change your distribution option.

Miscellaneous

- US Postal Service
  - Notify the U.S. Postal Service of your new mailing address.

Hospital Photo ID

- Turn in your Medical Center photo ID Badge at the Hospital Security Office.

Commencement Ceremonies and Events

- Stanford Medicine Commencement
  - Brunch: Saturday, June 17, 2017, 10:30 AM – 12:00 PM, Dean’s Lawn
  - Diploma Ceremony: Saturday, June 17, 2017 from 1:00 PM – 3:00 PM, Alumni Green/LKSC
2017 GRADUATION CHECKLIST
PhD Candidates

☐ Registration is required. Graduates are restricted to nine additional guests for the brunch. Submit the online registration form by Friday, May 12, 2017, if you are participating in the brunch, ceremony or both.

☐ Identify a Stanford faculty member to place your hood during the ceremony. Please remind them to order faculty regalia to participate in the ceremony.

☐ Walkthrough applicants: If your degree is not being conferred in June 2017, you may be considered for active participation in the Commencement ceremonies by completing the Stanford Medicine Commencement Walkthrough Petition. Submit completed petitions to Tanicia Perry (tanicia@stanford.edu or MSOB Suite 100 (Mail code: 5404)

☐ If you have further questions, contact:
  o Tanicia Perry 650-725-3777 tanicia@stanford.edu
  o Dr. Mijiza Sanchez 650-497-9594 mijizamsanchez@stanford.edu

Please note: Bioengineering and Biology programs hold separate diploma ceremonies. You will receive your diploma from your program. Please contact your program’s Student Services administrator.

Stanford University Commencement (optional, but highly recommended)
  • Ceremony: Sunday, June 18, 2017, 9:30 AM – 12:00 PM, Stanford Stadium

  More Info: https://commencement.stanford.edu/events/commencement

Ordering Caps, Gowns and Graduation Announcements
Academic regalia is required to be worn to participate in the diploma ceremony. You may rent or purchase your cap/gown online from the Stanford Bookstore.

☐ Order online by Monday, May 8.

What to order? When to pick up?

Minimum order: The Graduation Package Basic Doctor ($96.00) includes the official doctoral graduation rental gown, rental hood (blue for PhD candidates), tam (8-sided cap), and gold Class of 2017 tassel. The tam and tassel are yours to keep. Please provide your height and area of study (ex: 5 feet 6 inches, PhD in Neuroscience – blue hood) in the Comment Field at checkout.

Orders will be available for pick up at the Stanford Bookstore (main campus), Lower Level, beginning June 9, 2017. Please open your package and confirm that your order is complete before you leave the Bookstore. Rental gowns and hoods should be returned to the LKSC Med Bookstore after Commencement.

Dual Degrees
If you are receiving two Stanford Medicine degrees (e.g. MD and PhD), you should order two hoods. You will sit with the MD graduates and will be called up (and hooded) twice.
2017 GRADUATION CHECKLIST
PhD Candidates

If you currently have an advanced degree, you may order an additional hood for that degree. You will wear this hood during the processional and the ceremony, but you will remove it before you are called up for your new hood.

Please contact the Stanford Bookstore with questions at (650) 329-1217, ext. 348.

REMINDER!! Double-check your package when you pick up your regalia to ensure your order is complete and accurate.