

**UNIVERSITY OF PENNSYLVANIA**  
**School of Medicine**

**Office of Masters Programs**

May 11, 2009

Dear Prospective Degree Candidate,

The application deadline for August 2009 Graduation is **Monday, June 8, 2009**. Attached you will find the *Graduation Application Form* that must be completed and submitted to the Center for Bioethics office (3401 Market Street, Suite 320).

- A late fee charge of \$25.00 will be assessed for applications received during the period from June 9 to June 15.
- Applications for degree will **not be accepted after the final deadline date of Monday June 15**.
- Regulations specify that a student must satisfy and clear all requirements for graduation, both academic and financial, to be considered for graduation. **Financial obligations must be met and all prior and current semester grades posted by Thursday, August 13.**
- Please remember to notify your graduate program if you will not make the deadlines for graduation. Any student, who fails to meet these deadlines for academic or financial reasons, must reapply for his/her degree in the next degree period. *This office will not automatically roll candidates' applications from one degree period to the next.*

The Office of Masters Programs will conduct a review to determine that you have met all MBE degree requirements for graduation and show a \$0.00 bursar balance by August 13. All student loan borrowers are required to complete an "exit counseling session" online to advise them of their rights and obligations (*see Student Financial Services*).

August degree will be conferred on August 14, 2009. Your diploma will be mailed by the Office of the Secretary of the University in late October to the "Diploma Mailing Address" on the *Graduation Application Form*. Please note that there are no formal commencement/graduation ceremonies for August degree. Candidates who earn their degree in August will be invited to the Commencement and diploma ceremonies held in May 2010.

Please contact Nora Jones, Associate Director of Graduate Studies, if you have additional questions.

Sincerely,

Lynett Kimmel  
Coordinator, Office of Masters Programs  
School of Medicine