Graduation Procedure (Bioethics)

I. Purpose

This Procedure outlines steps for participating in graduation ceremonies from the Bioethics (BIOE) programs at Albert Einstein College of Medicine (“Einstein”).

II. Scope

This Procedure applies to all students enrolled in any of the Bioethics programs: Master’s in Bioethics (MBE), Certificate, or stand-alone course enrollment.

III. Procedure

Commencement exercises are held once a year at the close of the academic year.

III.A. Applying for Graduation

A student applies for a degree by filing either an Application for Graduation: Certificate (Bioethics), BIOE-FRM-2018-008, or an Application for Graduation: MBE (Bioethics) BIOE-FRM-2018-009, prior to anticipated graduation. If the degree is not awarded at the end of the term indicated on the form, a new application must be filed every term until the degree is awarded.

III.B. Application Fees

On submitting an Application for Graduation, the student will be charged a Graduation fee of $150.00 by the Office of Student Finance. Graduation fees initially paid remain valid for an additional three (3) consecutive semesters, and do not need to be paid again, unless more than two (2) years elapse between payment and award of degree.

III.C. Clearance for Graduation

An application for graduation and degree conferral will be successful only if the student has fulfilled all degree requirements, maintained the Einstein's standards for academic integrity and professionalism, and been cleared by the Office of Student Finance, with no outstanding tuition, library fines, or other account balances.

IV. Definitions

None.
V. Effective Date

Effective as of: 1 August 2018

VI. Procedure Management and Responsibilities

The Einstein Cardozo Master of Science in Bioethics Program Office is the Responsible Office under this Procedure. Einstein’s Executive Dean is the Responsible Executive for this Procedure. Einstein’s Director of the Einstein Cardozo Master of Science in Bioethics Program is the Responsible Officer for the management of this Procedure.