

GRADUATION CLEARANCE FORM

All graduating students must complete a Graduation Clearance Form. Take this form to each department listed below starting Week 9 and get the signature of the department director. Completed forms are due to the Registrar by **MONDAY of Week 11.** After Monday of Week 11 a **\$40 late fee** will be assessed. Failure to obtain clearance from all departments and return the form to the Registrar by Wednesday of Week 11 will prevent participation in the Portfolio Show and Graduation! **You will not graduate or receive your diploma until this form is completed.**

Please complete and sign the form.

<u>THIS BOX must be completed Week 10</u>	Signature	Date
Step 1. Portfolio Class Instructor: (must have this signature first before proofreading)	_____	_____
Step 2. Proofreading of Portfolio Complete:	_____	_____

VERIFICATION OF PASSING PORTFOLIO CLASS		
<u>THIS BOX must be completed by Friday of Week 10 before 5pm</u>		
Step 3. Portfolio Class Instructor: FINAL SIGN-OFF Week 10 in class	_____	_____
Step 4. Academic Department Director (Week 10 by Friday at 5pm):	_____	_____

- 5. **Career Services:** 9th Floor, 1145 Market St.
 - a. Exit Interview-Career Planning Session (Career Advisor): _____
 - b. Resume (Career Advisor): _____
 - c. Portfolio/Reel (Career Advisor): _____
 - d. Ai portfolio website (Career Advisor): _____
- 6. **Student Affairs (Commencement ceremony):** _____
- 7. **Alumni Coordinator:** _____
- 8. **Student Financial Services:**
 - a. All necessary F.A. paperwork in SFS office and complete: _____
 - b. Financial payment plan on file signed by student planner: _____
- 9. **Student Accounting:**
 - a. Payment plan paid in full and/or current with planned payments: _____
- 10. **Technology:**
 - a. Cage/Equipment returned _____
- 11. **Library:** _____
- 12. **Housing** (if currently in School-Sponsored Housing): _____
- 13. **International Student Advisor** (for students on F-1 visas): _____
- 14. **Registrar's Office: Clear to graduate pending final grades submission and participation in Portfolio Show.**
 - a. Academic file complete _____
 - b. Turn in School ID and receive Alumni ID _____

Student Name (Please Print): _____ ID#: _____

Student Signature: _____ Date: _____

Forwarding Address: _____ City: _____ State: _____

Zip Code: _____ Phone: () _____ E-Mail: _____