

# 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 5pm, FRIDAY of Week 10. 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.

<b><i>THIS BOX must be completed Week 10</i></b>	<b>Signature</b>	<b>Date</b>
Step 1. <b>Portfolio/Capstone Class Instructor:</b> (First check) _____	_____	_____

<b>VERIFICATION OF PASSING PORTFOLIO CLASS</b>		
<b><i>THIS BOX must be completed by Friday of Week 10 before 5pm</i></b>		
Step 2. <b>Portfolio Class/Capstone Instructor: FINAL SIGN-OFF Week 10 in class</b> _____	_____	_____
Step 3. <b>Academic Department Director (Week 10 by Friday at 5pm):</b> _____	_____	_____

5. **Career Services:** 5<sup>th</sup> floor 10UN 509
  - a. Career Planning Session \_\_\_\_\_
  - b. Resume \_\_\_\_\_
  - c. Portfolio/Capstone/Reel \_\_\_\_\_
  - d. Ai Portfolio website \_\_\_\_\_
  - e. Alumni Connections registration \_\_\_\_\_
  
6. **Student Affairs (Commencement Ceremony):** 10UN 4<sup>th</sup> Floor \_\_\_\_\_
  
7. **Student Financial Services:** 1170 2<sup>nd</sup> Floor
  - a. Financial payment plan on file signed by student planner: \_\_\_\_\_
  
8. **Student Accounting:** 1170 7<sup>th</sup> Floor
  - a. Payment plan paid in full and/or current with planned payments: \_\_\_\_\_
  
9. **Technology:** 10UN 4<sup>th</sup> Floor Cage/Equipment returned \_\_\_\_\_
  
10. **Library:** 10UN 2<sup>nd</sup> Floor \_\_\_\_\_
  
11. **Housing** (if currently in School-Sponsored Housing): 10UN 4<sup>th</sup> Floor \_\_\_\_\_
  
12. **International Student Advisor** (students on F-1 visas): 10UN 4<sup>th</sup> Floor \_\_\_\_\_
  
13. **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: ( ) \_\_\_\_\_ Email: \_\_\_\_\_