# Graduation Clearance / Checklist Form

**GRADUATION CLEARANCE / CHECKLIST FORM INSTRUCTIONS:**

This form must be completed by Wednesday, Week 11 of your final quarter of study.

Completion of this form does not guarantee that you will graduate.

The following conditions must be satisfied to earn your degree or diploma:

- Meet with a member of each department listed below to review your obligations to The Art Institute of California – Orange County to ensure your eligibility to graduate.
- Certain departments (Equipment Cage, Library, and Career Services) will not sign this form until Week 10 of your last quarter.
- Having this form signed does not guarantee receipt of your diploma – if your situation/status changes after the signature date, your clearance may be revoked.
- The Registrar’s Office will mail your diploma 10 – 12 weeks after successful completion of your final quarter of study.
- Return this completed form to the Career Services Office (Building B, Room 100).

*If you have specific questions about the graduation ceremony you need to contact the Student Affairs Office. They are located in Building B (Room 149) or by telephone at 714.338.1314.*

## STUDENT INFORMATION – PLEASE PRINT:

Name: ____________________________  Student ID #: ____________________________

Anticipated graduation quarter:  
- [ ] Winter  
- [ ] Spring  
- [ ] Summer  
- [ ] Fall  

Year: 20________

Degree and Program:  
- [ ] Bachelor’s Degree  
- [ ] Associate’s Degree  
- [ ] Diploma

- [ ] Advertising  
- [ ] Designing for Tablets: Digital Publishing  
- [ ] Digital Filmmaking & Video Production  
- [ ] Digital Photography

- [ ] Fashion Design  
- [ ] Fashion Marketing & Management  
- [ ] Fashion Retailing  
- [ ] Game Art & Design

- [ ] Graphic & Web Design  
- [ ] Graphic Design  
- [ ] Industrial Design  
- [ ] Interior Design  
- [ ] Media Arts & Animation

- [ ] Visual & Game Programming  
- [ ] Visual Effects & Motion Graphics  
- [ ] Web Design & Interactive Communications

- [ ] Web Design & Interactive Media

Culinary Degree:  
- [ ] Baking & Pastry  
- [ ] Culinary Arts  
- [ ] Culinary Management  
- [ ] Hospitality in Food & Beverage Management

Culinary Diploma:  
- [ ] Art of Cooking  
- [ ] Baking & Pastry

Student Signature: ____________________________  Date: ____________________________

## DEPARTMENT CLEARANCE:

<table>
<thead>
<tr>
<th>Department</th>
<th>Signature: ____________________________</th>
<th>Date: ____________________________</th>
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<tbody>
<tr>
<td>Accounting (Building A):</td>
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<td>Equipment Cage (Building A):</td>
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<td>Financial Aid (Building A)</td>
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<td>Library (Building B / Room B129):</td>
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<td>Student Affairs (Building B / Room 149):</td>
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<tr>
<td>a) International Students only</td>
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<td>b) Housing Students only</td>
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<tr>
<td>Career Services (Building B / Room 100):</td>
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</tbody>
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*Completed form remains with Career Services.*