

## Graduation Clearance Form: Academic

**Student:** Fill out the top portion only of this form and return to the Registrar's Office with the Graduation Application and fee.

Name \_\_\_\_\_  
(last) (first)

Address \_\_\_\_\_  
(street) (city) (state) (zip)

Home Phone # (\_\_\_\_\_) \_\_\_\_\_ Work Phone # (\_\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Advisor \_\_\_\_\_

Semester & Year of Graduation \_\_\_\_\_ Program \_\_\_\_\_ Concentration \_\_\_\_\_

Please Circle Degree: Certificate BA MA Ph.D. Psy.D. Non-terminal M.A.

**Student: Do not write below this line**

**CIIS ADVISOR:** The student named above has applied for graduation. Please complete the following.

- 1) Attached is a copy of the student's course history and transcript. Please review the student's record to determine whether all degree requirements have been completed.
- 2) Please fill out this form, reviewing items 1-11 giving details when applicable, and sign below.
- 3) Please contact the student about any outstanding work required.
- 4) If you find any discrepancies or errors in the student's record, please contact the Registrar's Office immediately.
- 5) Return this form to the Registrar's Office as soon as possible.

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|--|-----------|----------|
| 1) Is all required coursework completed?   | Yes _____ | No _____ |
| 2) What is the # of semester units required to graduate? _____<br># of transfer units accepted from other institutions _____.<br>Total number of units completed _____<br>(do <b>NOT</b> count <i>I, IN, IP, X, NP, AU, W, WN</i> , or <i>F</i> grades in total) |           |          |
| 3) Are grades present for required courses?<br>(missing grades appear as a blank space or as an "IP" in the grade column on the transcript)  | Yes _____ | No _____ |
| 4) Are there any outstanding Incomplete grades in required course work?  | Yes _____ | No _____ |
| 5) What is the outstanding # or units to be completed? _____   |           |          |
| 6) Is the Thesis/Dissertation/Non-thesis Option Approved (if applicable)?  | Yes _____ | No _____ |
| 7) Are the comprehensive exams passed (if applicable)?   | Yes _____ | No _____ |
| 8) Are qualifying seminars/fieldwork completed (if applicable)?  | Yes _____ | No _____ |
| 9) Are the Practicum Hours completed (if applicable)?  | Yes _____ | No _____ |
| 10) Are the Internship Hours completed (if applicable)?  | Yes _____ | No _____ |
| 11) BAC only: Prior Learning undertaken?   | Yes _____ | No _____ |
| Concentration approved?  | Yes _____ | No _____ |

Specify pending items (refer to item #, please) and provide any additional information or instructions:

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Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Without the completion of this form, the student will not be allowed to participate in the graduation ceremony and their degree will not be conferred.**