

Dear Student,

As you get close to graduation, all of the staff at NSAD would like to congratulate you, and help you prepare for a smooth transition from student to alumnus.

There are **TWO** forms necessary to graduate: (Your degree will not be conferred unless the Registrar receives both completed documents).

- 1) **Petition to Graduate From (Page 2 of this form)**
- 2) **Clearance Form**

**ALL STUDENTS INTENDING TO GRADUATE AND RECEIVE A DIPLOMA MUST START WITH THIS FORM, INCLUDING STUDENTS NOT INTENDING TO PARTICIPATE IN COMMENCEMENT CEREMONIES IN JUNE.**

To insure a smooth transition from student to alumnus please follow the following steps.

- 1) Set up an appointment with Advising for a Graduation Degree Audit.
- 2) Complete all remaining course work and maintain the minimum GPA for your program. Please check the NewSchool of Architecture and Design Catalog for Graduation Requirements.
- 3) Be sure to clear all financial obligations to the school. Your degree will not be conferred until all obligations to the school are completed.
- 4) Complete "**Clearance Form.**" Visit Bursar, Career Services, and Financial Aid for an exit interview, make sure the representatives from those offices sign your form indicating your cleared status. **For students not in the San Diego area, please call the Bursar and Career Services offices for a virtual clearance and exit interview.**
- 5) Submit your completed Graduation Petition and Clearance form to the Registrar's Office [registrar@newschoolarch.edu](mailto:registrar@newschoolarch.edu).
- 6) Attend the Grad Fest on campus for information about Commencement and academic regalia.

**STUDENT MUST SUBMIT COMPLETED FORM TO THE REGISTRAR'S OFFICE**

Are you planning to participate in the June commencement?  Yes  No

Requirements for Ceremony

1. A maximum of 18 credits of coursework outstanding after completion of spring quarter.
2. If you do not meet the Cumulative Grade Point Average (CGPA) requirement, you must provide a current, signed copy of your Extended Enrollment Plan which includes spring term.

If you have not met the requirements for graduation you may appeal to participate in the ceremony (Please use Academic Appeal Form).

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student ID \_\_\_\_\_ Program \_\_\_\_\_

Mailing Address for Diploma \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

**NAME AS YOU WOULD LIKE IT TO APPEAR ON YOUR DIPLOMA (Please clearly print):**

\_\_\_\_\_

Anticipated Term of Completion  fall  winter  spring  summer Year \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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