

Application for Graduation

By completing this application, you are informing The Art Institute of Houston that you believe that you are currently registered in all classes necessary to complete the requirements for your degree at the end of next quarter. **Completion of this application does not guarantee that you will graduate next quarter.** All degree requirements must be met and graduate clearance must be completed before your degree will be released.

Name _____ ID _____ Major _____

Local Address _____

City _____ State _____ Zip _____

Current Phone _____ Pager _____ Cellular _____

E-Mail _____ Graduation date (qtr) _____

To the best of my knowledge, I will have fulfilled all the program requirements for my degree when I successfully complete all the courses I am currently taking & the courses I am registered for next quarter. The courses I am taking next quarter are:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Please check my academic records to see if my understanding is correct. Thank you!

Student Signature: _____ Date: _____

****Important Reminders to all Candidates for Graduation****

- All Non-Culinary students must order their caps and gowns at The Art Institute of Houston Bookstore.
- All Culinary students must order their jackets from the Culinary Academic Advisor in the Advising Center located on the second floor.
- Invitations to graduation are free of charge and will be available from the Registrar's Office during week seven of the quarter in which you plan to graduate.
- Every applicant must go through graduate clearance that begins Tuesday of the 10th week and must be completed by 5:00 pm on Friday of the 10th week.
- Make plans to attend the Student Affairs Group Clearance meeting.
- A Career Services Advisor will be visiting either your Portfolio or Capstone class. They will provide you a graduation information packet. This packet will contain detailed information and dates of all the important things you must accomplish as you prepare to graduate. The information packets can be picked up in the Student Affairs Office located on the second floor.

Office Use Only

Degree Audit checked by Academic Director: _____ **Date** _____

Signature of the Director of Academic Services: _____ **Date** _____

Reviewed by the Assistant Registrar: _____ **Date** _____