Graduation Clearance Form: Nonacademic Obligations

It is the student’s responsibility to obtain all of the required signatures in the order indicated below, which certify clearance on all non-academic obligations to CIIS, such as returning library books, completing practicums, and clearing outstanding monetary debts.

♦ Signatures should be obtained by the last day of the semester of graduation if possible. Your degree will not be conferred without the completion of this form with all signatures and returned to the Registration Office.

FINANCIAL AID: Students who have received loans through CIIS should arrange an Exit Interview with the Financial Aid Office at least 3 weeks prior to the end of the semester.

NOTE: All students, even those without loans, must obtain a release signature from the Financial Aid office. Failure to submit this completed form and return it to the Registrar’s Office by the end of the semester in which you applied to graduate will delay conferral of your degree. If you had to postpone your graduation, you will need to complete this form for the semester that you actually complete your requirements.

The above-named student has applied for graduation. He/She has cleared all outstanding non-academic obligations as verified by the signatures of authorized staff below.

Name___________________________________________
(last)                                              (first)
Address_________________________________________
(street)                                (city)            (state)              (zip)
Home Phone # (_____)____________________________
Work Phone #(_____)__________________________
E-mail Address____________________________________Advisor __________
Program ______________________ Concentration ________________ Degree ______________________
Semester and Year Graduating_________________________

The above-named student has applied for graduation. He/She has cleared all outstanding non-academic obligations as verified by the signatures of authorized staff below.

Cleared By the Following:
1. Practicum Site Coordinator: ______________________________ Date ____________
   (Applicable for the following sites: Pierce St, Church St, Clement St., or Psychological Services Center)
2. PsyDoc Program Director: ______________________________ Date ____________
   (Applicable for PsyDoc Students Only, Have you completed the Alumni Survey required by APA)
3. Library Director:______________________________ Date ____________
4. Financial Aid Office: ______________________________ Date ____________
5. Business Office: ______________________________ Date ____________
   Outstanding Balance $___________. Please hold the diploma and transcripts until the account is cleared.
6. Registrar’s Office:________________________________ Date ____________

5/2005