

Mandatory Requirements | *Petition to Graduate*

School of Advertising

The purpose of the petition to graduate portfolio review is to discuss your future plans and help select the final classes that best suit your portfolio. As an Advertising Major, you are expected to begin building your portfolio in your first semester and constantly review, supplement and replace the work in your portfolio with your most recent work that best demonstrates the variety of skills and creativity you have developed.

To obtain *approval* of your petition to graduate, you will need a portfolio review. Call **415-618-6101** for an appointment. Sign up early as appointment slots are limited. A delayed appointment may result in a delayed graduation date.

You must bring the following to your appointment:

- A copy of your résumé listing your address, e-mail address, phone number and website
- Academic Advising Report – obtained from your advisor
- Portfolio: Include 25 examples of final pieces (minimum of 25)
Note: Please include interactive, TV/radio and long copy assignments.
Format: High-resolution printouts of print campaigns and digital files of TV, radio & interactive work.
- You will also need to provide the director with a CD that includes all of the items listed above
CD Format: JPG preferred.
_ All files must be in the same format.
_ Set the resolution to 300 dpi.
_ Burn your files to a readable CD
_ Label the CD with a sharpie pen with your full name & e-mail address
(Do not adhere paper CD labels)

Online Students: may conduct the review by phone or webcast.
Call **415-618-6101** or e-mail advertising@academyart.edu to make arrangements.

- Send a CD as describe above to:
Petition to Graduate
School of Advertising
79 New Montgomery Street
San Francisco, CA 94105.
- E-mail your résumé and Academic Advising Report (obtained from your Advisor) to:
advertising@academyart.edu. The subject line must include: Petition to Graduate & your full name and student ID number.

Melinda Mettler
Director, School of Advertising