

# Mandatory Requirements | *Petition to Graduate*

## School of Animation

The purposes 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 Animation 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. Sign up early as appointment slots are limited. A delayed appointment may result in a delayed graduation date.

2D Animation Students call: 415-618-**3684** for an appointment.

3D Animation Students call: 415-618-**3850** for an appointment.

Be prepared to answer the following question in the interview: **If I see you in two years, what will you be doing?**

---

2D Animation students must bring the following to the appointment:

- A copy of your résumé listing your address, e-mail address, phone number and website
- A business card
- A sample of your personalized stationary
- Academic Advising Report – obtained from your advisor
- Portfolio
- You will also need to provide the director with a CD that includes all of the items listed above

**CD Format:**

\_All files must be in the same format.

\_Burn your files to a Mac-readable CD. Label the CD with a sharpie pen with your full name & e-mail address (Do not adhere paper CD labels)

---

3D Animation students must bring the following to the appointment:

- A copy of your résumé listing your address, e-mail address, phone number and website
- A business card
- Academic Advising Report – obtained from your advisor
- Portfolio

**Format:**

\_Website **Note:** Include the URL on your resume and business card.

If your portfolio is on the web you do not need to submit a DVD.

**or**

\_DVD or Key Drive **Note:** All files must be in the same format.

\_Label the DVD with a sharpie pen with your full name & e-mail address (Do not use paper CD labels)

---

Online 2D Animation Students: may conduct the review by phone or webcast.

Call **415-618-3684** or e-mail [ccelso@academyart.edu](mailto:ccelso@academyart.edu) to make arrangements.

- Send a CD as describe above to:  
School of Animation, 540 Powell St., San Francisco, CA 94102
- E-mail your résumé and Academic Advising Report (obtained from your Advisor) to:  
[ssinclair@academyart.edu](mailto:ssinclair@academyart.edu) The subject line must include: Petition to Graduate & your name.

Online 3D Animation Students: may conduct the review by phone or webcast.

Call **415-618-3850** or e-mail [carmstrong@academyart.edu](mailto:carmstrong@academyart.edu) to make arrangements.

- Send a CD as describe above to:  
School of Animation, 180 New Montgomery., San Francisco, CA 94105.
- E-mail your résumé and Academic Advising Report (obtained from your Advisor) to:  
[carmstrong@academyart.edu](mailto:carmstrong@academyart.edu) The subject line must include: Petition to Graduate & your name.