

Mandatory Requirements | *Petition to Graduate*

School of Fine Art

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 Fine Art 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.

Painting and Printmaking students call: **415-618-6115** for an appointment with Director, Craig Nelson.

Sculpture students call: **415-618-3636** for an appointment with your Director, Peter Schifrin.

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
- A business card
- A sample of your personalized stationary
- Academic Advising Report – obtained from your advisor
- Portfolio: Include 10 examples of final pieces (minimum of 6) on a CD
Painting & Printmaking students: Please include figure drawing & anatomy assignments.
- You will also need to provide the director with a CD that includes all of the items listed above
 - CD Format:** PDF preferred. TIFF or Jpeg also acceptable.
 - _All files must be in the same format.
 - _Set the resolution to 150 dpi.
 - _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)

Online Students may conduct the review by phone or webcast. Call or e-mail to make arrangements.

Painting and Printmaking students call: **415-618-6115** or e-mail: dsornstein@academyart.edu

- Send a CD as describe above to Petition to Graduate
School of Fine Art
60 Federal St. SF, CA 94107
- E-mail your résumé and Academic Advising Report (obtained from your Advisor) to:
dsornstein@academyart.edu The subject line must include: Petition to Graduate & your full name.

Sculpture students call: **415-618-3636** or e-mail: besparza@academyart.edu

- Send a CD as describe above to Petition to Graduate
School of Fine Art Sculpture
410 Bush St. SF, CA 94108
- E-mail your résumé and Academic Advising Report (obtained from your Advisor) to:
besparza@academyart.edu the subject line must include: Petition to Graduate & your full name.

Craig Nelson – Director of Fine Art

Peter Schifrin – Director of Fine Art Sculpture