

Mandatory Requirements | *Petition to Graduate* School of Graphic Design

To obtain approval of your *petition to graduate* you will need to submit the following to the School of Graphic Design:

- _ Your interim portfolio
- _ Résumé
- _ Academic Advising report (obtained from your advisor)

Note: *Portfolios MUST be submitted to the department one week prior to the end of the Petition to Graduate period. Failure to do so may result in a delay in your graduation date.*

Online only students:

Send your portfolio to Anitra Nottingham via yousend.com email service.

Submit your work in full color as a multi-page screen resolution PDF file.

E-mail your résumé and Academic Advising report to: anottingham@academyart.edu.

On campus students:

Bring your portfolio, résumé and Academic Advising report to the Graphic Design office, 5th floor 79 New Montgomery. *You do not need to make an appointment to drop off your portfolio.*

Portfolio Requirements:

_ All ‘print’ work printed out at approximately 35 to 50% of original size. Work does not need to be mounted. It should be in “bookform” (i.e. spiral bound) and must include posters, brochures, mastheads, magazine spreads, logotypes, three dimensional projects, and packaging (shoot your own photos). All course titles and instructors must be identified on each project.

_ All packaging must be photographed by you, get in as “close” as possible when shooting. These will not be professional photographs, but merely “record” shots of your packaging or other three-dimensional projects. You will have it re-photographed later on during the class.

_ Corporate stationery systems should be presented at full size, ie. letterhead, business cards and envelopes.

_ The “workbook style portfolio” should be 11 inches wide by 8.5 inches, landscape format clearly labeled with your name, id #, telephone and email address and must be in an envelope that is clearly labeled with your name, id #, telephone and email address. Please include your Academic Advising report and a résumé with your contact information, educational background and your experience listed in chronological order.

~School of Graphic Design~