

Mandatory Requirements | *Petition to Graduate*

School of Industrial Design

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 Industrial Design 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 **415-618-3727** 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 3 or more examples of final projects
 - You will also need to provide the director with a CD that includes all of the items listed above
- CD Format:** PDF preferred. Jpeg also acceptable.
_ Burn your files to a CD-R 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 **415-618-3727** or e-mail ids@academyart.edu to make arrangements.

- Send a CD in the format as described above to:
Petition to Graduate
School of Industrial Design
1849 Washington Street, Third Floor
San Francisco, CA 94109
- E-mail your résumé and Academic Advising Report (obtained from your Advisor) to:
ids@academyart.edu The subject line must include: Petition to Graduate & your full name.

~*Tom Matano*~