

Undergraduate Students

Mandatory Requirements | *Petition to Graduate* **School of Motion Picture & Television**

The purpose of the petition to graduate review is to discuss your future plans and help select the final classes. As a MPT student, you are expected to begin building your demo reel in your first semester and constantly review, supplement and replace the work on your demo reel 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.

On Campus Students

The dates for portfolio days will be posted in the department. On Campus students can then sign up for a meeting at the main MPT office at 466 Townsend Street, on the 2nd floor. 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, email address, phone number and website**
- **A business card**
- **A sample of your personalized stationary & branding**
- **Academic Advising Report – obtained from your advisor**
- **Demo Reel**
 Format: DVD with conceptually designed packaging.
 The DVD should include your résumé.

Note : Screenwriters may submit writing samples on a CD. The CD should include your résumé.

Website: If you have a website, include jpegs of the web pages on the DVD or CD.

Online Students

Those who are online only, may conduct their review by phone or webcast.

Please call 415-618-6448 or e-mail tboxell@academyart.edu to make arrangements.

You must send the following before your phone appointment:

- **Send a DVD as described above to:**

Petition to Graduate
School of Motion Pictures & Television
466 Townsend St., 2nd floor
San Francisco, CA 94107

- **E-mail your résumé and Academic Advising Report (obtained from your Advisor) to: tboxell@academyart.edu The subject line must include: Petition to Graduate & your full name .**

~School of Motion Pictures & Television~