

# COMMENCEMENT\_2015 | Clearance Checklist

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Please utilize the following checklist to assure clearance for Degree Conferral/Commencement

\_\_\_\_\_ **Exhibitions Undergraduate/Graduate:**

Please review the May 2015 Bachelor of Fine Arts Exhibition Information packet for deadlines and information for undergraduate students. Graduate students should consult their program director for expectations and exhibition scheduling.

\_\_\_\_\_ **Survey:**

Student Affairs/Career Services Exit Survey

You will receive an email to complete this online survey and assist us in enhancing the MCA experience!

\_\_\_\_\_ **Graduation Clearance Form:**

All outstanding obligations to the Business Office, Financial Aid, Student Affairs, Career Services and Library must be resolved. Every candidate must have all signatures on the Department Clearance Form prior to picking up regalia and participating in the Commencement Ceremony.

\_\_\_\_\_ **Degree Requirements:**

Candidates for graduation on Saturday, May 9, 2015 must formally complete all academic and degree requirements by May 8, 2015, in order to participate in the ceremony and receive their diploma. If candidates have any questions regarding their degree requirements, they should check with the Registrar as soon as possible.

\_\_\_\_\_ **BFA Exhibitions announcements – BFA, MFA, MAT, MAArtEd Commencement invitations**

Each graduate will receive 20 Exhibition and 20 Commencement invitations three weeks prior to Commencement. December graduates will receive invitations via mail or may pick them up in Rust Hall with in the Achievement Center. May graduates will receive a notice in their school mailbox to pick up invitations with Student Affairs in the Achievement Center.

\_\_\_\_\_ **Commencement Rehearsal**

Friday, May 8, 2015 is Commencement Rehearsal, Breakfast and regalia pick up. Commencement is Saturday, May 9, 2015 at 10 a.m., at Memphis College of Art. More information will be sent to all graduates and parents in March 2015.

\_\_\_\_\_ **INFORMATION + ASSISTANCE**

For information or assistance, please contact Susan Miller, Vice President for Enrollment & Student Affairs at 901-272-5152 or [smiller@mca.edu](mailto:smiller@mca.edu)

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