



# Graduation Clearance Form

*This form is DUE by the last day of the term in which you are scheduled to graduate. Until this form is submitted with all requirements met, your diploma will not be released.*

*Fill out this page, sign, and follow the instructions at the bottom of this page. If you have any questions, email [academic\\_affairs@diu.edu](mailto:academic_affairs@diu.edu)*

## ➤ Step 1: Fill in your name, and expected graduation term.

Student Family or Last name	Given or First name	Middle or Other name or initial	Expected Graduation Term
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## ➤ Step 2 End of Program Survey

\_\_\_ I have completed and submitted the End of Program Survey to [academic\\_affairs@diu.edu](mailto:academic_affairs@diu.edu).  
*Academic Affairs should have emailed this survey to you by the first study day. If not, please ask for it.*

## ➤ Step 3 Exiting Student Questionnaire

\_\_\_ I have completed and submitted the Exiting Student Questionnaire. *The Dean of Students' office should have emailed this survey to you by the first study day. If not, please ask for it. [dean-student@diu.edu](mailto:dean-student@diu.edu)*  
*Note: Completing this Questionnaire is required at the end of a degree program even if you intend to continue on at DIU after completing your degree.*

## ➤ Step 4 Declaration of Degree Type

- |   |   |
|---|---|
| <input type="checkbox"/> I completed a BA degree        | <input type="checkbox"/> I completed the MA Comprehensive Exam  |
| <input type="checkbox"/> I completed a PhD Dissertation | <input type="checkbox"/> I will be returning as a DIU student next term<br><i>Explain circumstances</i> |
| <input type="checkbox"/> I completed an MA Thesis       |   |

## ➤ Step 5 For Thesis or Dissertation Students Only

Indicate by checking the following three statements that you have emailed the following to [academic\\_affairs@diu.edu](mailto:academic_affairs@diu.edu):

- \_\_\_ The **2255-Thesis-Publication-Permission-Form.pdf** OR  
The **2634-Dissertation-Publication-Permission-Form.pdf**
- \_\_\_ PDF and docx copies of the final version of my thesis or dissertation.
- \_\_\_ A Zotero .rdf file with a citation for my thesis or dissertation.

## ➤ Step 6 Student Affirmation

I affirm that all the above checked statements are true. \_\_\_\_\_  
*Student Name (counts as a signature)* \_\_\_\_\_ *Date*

**Send this form to [library@diu.edu](mailto:library@diu.edu)**

➤ **Library Clearance**

This student’s DIU Library card # \_\_\_\_\_ has no outstanding library book(s) or fines.

\_\_\_\_\_ *Librarian Signature*

**LIBRARIAN:**

1. Please deactivate the student’s library privileges, unless the student indicated in Step 4 that they will return as a DIU student next term.
2. After signing, please email this form to [Student-Finances@diu.edu](mailto:Student-Finances@diu.edu)

➤ **Certificate of Financial Release**

This student has no unpaid tuition and/or fees.

\_\_\_\_\_ *Finance Office Signature*

*Finance Office – After signing the **Certificate of Financial Release**, and if applicable, the **Thesis or Dissertation Writer’s Clearance Release**, please email this form to [academic\\_affairs@diu.edu](mailto:academic_affairs@diu.edu).*

➤ **Thesis or Dissertation Writer’s Clearance Release**

*For MA Thesis or PhD students only – Indicated in Step 4 on the previous page.*

The thesis or dissertation binding fee has been paid.

\_\_\_\_\_ *Finance Office Signature*

**For Academic Affairs use only:**

\_\_\_\_ Verified EOPS received by Academic Affairs.

\_\_\_\_ Verified receipt of Thesis or Dissertation Publication Permission form, if applicable.

\_\_\_\_ Verified receipt of PDF and docx files of thesis or dissertation, if applicable

\_\_\_\_ Verified receipt of Zotero rdf citation for thesis or dissertation, if applicable

Form received by Academic Affairs, logged, and emailed to the Registrar:

\_\_\_\_\_

Registrar Notes (optional) \_\_\_\_\_

\_\_\_\_\_ *Form-Locking Signature*