



July 22, 2024

Guidelines for Completing the Clearance for Graduating Students

Steps and Responsibilities:

1. Distribution of Clearance Forms
  - Please get the forms in the department
2. Forms should be filled out accurately, including personal information and ID numbers.
3. Thesis Adviser
  - a) Ensure that the thesis documents and related materials are submitted.
  - b) Confirm that all revisions are completed and approved.
4. Level Adviser
  - a) Verify that the student has met all academic requirements.
  - b) Confirm that the student’s grades are finalized and recorded.
5. Laboratory Aide
  - a) Oversee the laboratory tasks assigned to students.
  - b) Check that all equipment and materials are in proper order and accounted for.
6. Department Chair:
  - a) Final verification that all department-specific requirements are met.
    - Manuscript
    - Class Project Fees
    - Softcopies/Hardcopies
    - Thesis Materials
    - Thesis Poster
    - Thesis Prototype

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Cultivating Minds, Transforming Futures