



## GRADUATION/ORDINATION/INVESTITURE CLEARANCE FORM

Campus		Major/Program	
Last Name		First	Middle
Phone Number ( )		Email Address	
Address (Post Graduation)			
City	State	Zip	

Clearance of all fees and obligations, as indicated below, must be secured from each department head before certification for graduation can be made. It is the responsibility of the student to check with each Department listed below to obtain clearance Please note: If there is a hold placed on your record, no transcripts, no diploma, no degree verification may be processed. In addition, you will not be allowed to participate in commencement and/or Ordination/Investiture ceremonies. The clearance form is to be completed **NO LATER THAN 30 DAYS BEFORE YOUR GRAD/ORD/INV DATE**. Please complete the checklist in order.

	Signature Required	Date
<b>1. <u>Bookstore:</u></b> <ul style="list-style-type: none"> <li>▪ Sacred Music Press (New York campus only)</li> </ul>	_____	____ _
<b>2. <u>Library:</u></b> <ul style="list-style-type: none"> <li>▪ HUC-JIR Library</li> </ul>	_____	____ _
<b>3. <u>Switchboard:</u></b> <ul style="list-style-type: none"> <li>▪ Cincinnati campus only</li> </ul>	_____	____ _
<b>4. <u>Student Health Insurance:</u></b> <ul style="list-style-type: none"> <li>▪ New York campus only</li> </ul>	_____	____ _
<b>5. <u>Development:</u></b> <ul style="list-style-type: none"> <li>▪ All campuses</li> </ul>	_____	____ _
<b>6. <u>Exit Interview:</u></b> <ul style="list-style-type: none"> <li>▪ Program Director</li> </ul>	_____	____ _
<b>ALL PREVIOUS SIGNATURES MUST BE OBTAINED PRIOR TO YOUR EXIT INTERVIEW.</b>		
<b>7. <u>Business Office/Student Accounts:</u></b> Fax to Student Accounts Administrator (513) 221-2369 <i>NY students see Paula Dvoskin Sitzer</i> <ul style="list-style-type: none"> <li>▪ Tuition Fees (includes Graduation and Ordination Fee)</li> </ul> <i>Business Office will forward form to the Office of Financial Aid.</i>	_____	____ _
<b>8. <u>Financial Aid:</u></b> Fax to (212) 533-0129 <ul style="list-style-type: none"> <li>▪ Exit Interview with Director of Financial Aid</li> </ul> <i>Financial Aid Office will forward form to the National Registrar</i>	_____	____ _

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