

# Your Graduation Checklist



*Congratulations from the Office of the  
Academic Dean*

- ✓ Check with the Director of Student and Graduate Success, Melissa Fischer at [mfischer@aiam.edu](mailto:mfischer@aiam.edu), well in advance to make sure you are meeting your degree requirements.
- ✓ Complete the Graduation Form and return via the Front Desk or by email attachment to the Academic Dean, Elaine Hiatt at [ehiatt@aiam.edu](mailto:ehiatt@aiam.edu).
- ✓ You will receive information on commencement, as well as any other pertinent information via aiame.edu email. Check your e-mail often!
- ✓ Using the Graduation Form (available at [www.aiame.edu](http://www.aiame.edu)), notify the Director of Student and Graduate Success, Melissa Fischer at [mfischer@aiam.edu](mailto:mfischer@aiam.edu) or the Academic Dean, Elaine Hiatt at [ehiatt@aiam.edu](mailto:ehiatt@aiam.edu), if you pay off your balance or complete other completion criteria (example, for nursing a late completion of the Live Review or the online Review, if required) **after** the last day of the quarter in which you finish classes.
  - These changes affect when AIAM completes paperwork that allows you to move forward on Board exams and to apply for your license, and it is your responsibility to let AIAM know when you have accomplished any completion criteria, including paying off your balance or otherwise satisfying financial obligations to AIAM, when this occurs after the last day of the quarter in which you complete your classes.
- ✓ If you are receiving direct loans (subsidized or unsubsidized), please remember to complete your exit interview. For information on how to complete this interview, visit this web site : <https://studentaid.gov/app/counselingInstructions.action?counselingType=exit>
- ✓ Take care of any **HOLDS** you have on your record. Holds can range from an overdue book to a balance on your student account. A hold will prevent you from receiving your diploma. It is important to make sure all holds are clear. Contact Director of Student and Graduate Success, Melissa Fischer at [mfischer@aiam.edu](mailto:mfischer@aiam.edu), for questions.
- ✓ Work closely with your career services office, Director of Student and Graduate Success, Melissa Fischer at [mfischer@aiam.edu](mailto:mfischer@aiam.edu), for job preparation and assistance.

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