# COLLEGE OF DENTISTRY GRADUATION CLEARANCE CHECKLIST

STUDENT NAME: _____

INSTRUCTIONS: Obtain all approvals and submit form to Censeri Abare, Room D3-11, for final clearance. All approvals must be obtained before a student will be recommended for graduation.

| Signature | | Task |
|---|---|---|
| | Matt Stubbington<br>Room D3-22 | Cleared by Financial Aid Office<br>All Loan Exit Interviews completed |
| | Aaron Miller<br>Henry Schein Store | Gold has been returned, replaced or paid for<br>Store account has been resolved |
| | Allene Aaron<br>Business Office | Verify patient accounts have been cleared and resolved |
| | Lee Mintz<br>Rm D3-42 | Cleared from Instrument Leasing Program<br>All instruments returned in good order, including those used for mock boards<br>**Make appointment in Clinic Administration ** |
| | Sterilization<br>Robin Smith | Cleared from Sterilization |
| | Marilyn Vaughn | Verify all items have been removed from locker; cleanliness of locker and Jr/Sr lab cubby<br>Return two (2) combination locks<br>**Make appointment in Clinic Administration ** |
| | Team Leader<br><br>Treatment Coordinator | Patient Assignment: All patients assigned to student are complete, discharged, reassigned, or accounted for and records are in an acceptable condition |
| | Censeri Abare<br>Room D3-11 | Cleared by Office of Education: |
| | | Exit Information completed |
| | | UFCD Senior Confidence Survey |
| | | ADEA Senior Survey completed |
| | | Clinical faculty evaluations completed. |
| | Sign Letter of Attestation<br>Clinic Admin D3-9 | Unencrypted electronic devices are purged of patient information (computers, cell phones, tablets, etc.) |
| | Graduating Student | Locker is cleared. I understand that anything left in my locker(s) will be discarded<br>First floor dropbox is cleared of all material |