

Dear Student:

Attached is your graduation application. The schedule for submitting your application is outlined below:

***Month all degree requirements  
will be completed***

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December 2009

May 2010

August 2010

***Filing Dates***

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April 1 – May 19, 2009

August 3 – September 18, 2009

November 2, 2009 – January 15, 2010

Applications must be submitted according to this schedule; applications will not be accepted after the deadline.

The application, Major and Minor (if applicable) Academic Course Record forms are due in their completed form by the date printed above (dependent upon the term you wish to graduate). ***Academic Course Record forms are available in your major and minor department offices.*** If you are a **BLBC**, **ELED** or **SCED** major, you must also obtain an **endorsement evaluation** from Donna Larsen in the College of Education. The approved endorsement evaluation must be submitted with your graduation application.

We will be unable to process your graduation application unless **all** documents have been submitted. The Graduation Evaluators cannot assume any responsibility for the completion of these forms.

***PLEASE NOTE: Students must have declared their major and minor (if applicable) prior to applying for graduation.***

**Please keep the yellow copy of the application for your records.** This copy is your receipt and should be retained until you receive your graduation evaluation.

***You should receive your evaluation before the Late Registration period for the term in which you are attempting to graduate. We are providing you with one last opportunity to register for any additional courses you may require for graduation.***

Graduation evaluators are available to assist you and answer questions. You may reach an evaluator by calling the University at 773-442-4203.

We extend our congratulations on your forthcoming graduation.

Sincerely,



Alice A. Medenwald  
Registrar

**APPLICATIONS RECEIVED WITHOUT  
ACADEMIC COURSE RECORD FORMS  
WILL BE RETURNED**