NEIU | NORTHEASTERN ILLINOIS UNIVERSITY

Application for Graduation
Undergraduate Student

NEIU ID #	Last Name	First Name

Street Address	City	State	Zip Code

Telephone Number (Home)	Telephone Number (Work)

Major	Second Major *(if applicable)*

Minor *(if applicable)*	Second Minor *(if applicable)*	Concentration *(if applicable)*

Graduation Term	College/Program
May _____ August _____ *Please indicate the year.* December _____	☐ College of Arts and Sciences ☐ College of Business and Technology ☐ Daniel L. Goodwin College of Education ☐ B.A. Interdisciplinary Studies ☐ University Without Walls

Please indicate how you would like your name to appear on your diploma.

First Name*	Middle Name	Last Name (must be legal last name)

*If you have declared a chosen first name, it may be used both in the commencement program and on your diploma. If you prefer to have your legal name appear instead, please contact gradeval@neiu.edu.

If your legal name changes or you declare a chosen first name after you apply for graduation, you must contact the Graduation Evaluations Office. If your address or telephone number changes, please update them in NEIU*port*.

By signing this form, I acknowledge that I have read and agree to the information contained on all pages of this form.

Signature _____ Date _____

If you wish to retain a copy of this form, please make a copy for your records before submitting the form to Enrollment Management

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Application for Graduation Undergraduate Student

Directions on How to Apply for Graduation

Please carefully read the step-by-step directions and information regarding how to apply for graduation.

If you have any questions about the graduation process, please speak with your academic advisor. You can also speak with a member of the Graduation Evaluation Office staff (Enrollment Management D-101, gradeval@neiu.edu).

Semester All Degree Requirements Will be Completed	Filing Deadline*
May	August 1 - September 15
August	November 1 - January 15
December	April 1 - May 15

*Students should submit their graduation application for the academic term in which they are expected to complete their degree requirements.

**Graduation applications may be accepted after the official deadline, but processing for preferred term is not guaranteed.

1) Make sure your major(s) (and minor(s) or concentration(s), as applicable) are declared prior to applying for graduation. You can obtain declaration forms in your major/minor departmental office. Submit completed forms to Enrollment Management (D-101) or gradeval@neiu.edu.
2) Complete the Undergraduate Application for Graduation, the Major Academic Course Record form(s), and the Minor/ Concentration Academic Course Record form(s) (*as applicable*), and submit all of the forms at the same time by the appropriate deadline indicated above. Major/Minor/Concentration Academic Course Record forms can be obtained from the appropriate departmental office. Graduation applications received without appropriate Academic Course Record form cannot be processed.
3) For **Accelerated students only**: Proof of applying to the Master's program is also required in order for your graduation application to be evaluated.
4) *If you are an education major*, you must speak with the Daniel L. Goodwin College of Education regarding your endorsement evaluation, if applicable.
5) Pay the required $50 graduation application fee to Student Payment Services (D-101), studentpaymentservices@neiu.edu, when you submit your graduation application. Your diploma and transcript will not be released until all holds are removed from your account.
6) **Missing the deadline date to apply for graduation may require you to graduate in a following semester.**

Additional Information

- Meet regularly with your academic advisor to monitor your progress toward graduation. Consult the *NEIU Academic Catalog* for specific information related to your degree and University requirements related to graduation. You should also run an online degree evaluation to confirm that all requirements for graduation have been/will be satisfied. **You are ultimately responsible for knowing the general education, major/minor, and bachelor's degree requirements necessary to earn your degree.**
- Your graduation evaluation, which will be sent to you, is a final determination of your graduation eligibility and should not be used as a substitute for regular advising. Questions regarding graduation requirements should be directed to your academic advisor. Questions regarding your graduation application should be directed to the Graduation Evaluation Office (D-101) or (773) 442-4203 or gradeval@neiu.edu.
- All incomplete grades, missing grades and paperwork regarding exceptions (substitutions, waivers, etc.) must be submitted to Enrollment Management Services one month before the official graduation date of the semester in which you have applied to graduate.
- *E-mail is an official means of communication at NEIU. Regularly check your NEIU e-mail account—even after your last semester, to ensure that you receive important announcements from NEIU, including graduation and diploma information.*
- *For NEIU employees:* please submit a photo/copy of our employee ID when submitting your application for graduation.
- If you do not complete all requirements for graduation by the official end of the semester for which you applied, you will be dropped from graduation. **You must submit a Change of Graduation Date form if you wish to be considered for a subsequent graduation term. NEIU will not backdate your graduation to a previous semester should you fail to submit a Change of Graduation Date form.**