NEIU | NORTHEASTERN ILLINOIS UNIVERSITY

College of Graduate Studies and Research

Application for Graduation
Master's Student

Last Name	First Name	NEIU ID#

Street Address	City	State	Zip Code

NEIU Email	Telephone Number

Program

Graduation Term	College
May _____ August _____ *Please indicate the year.* December _____	◯ College of Arts and Sciences ◯ College of Business and Technology ◯ Daniel L. Goodwin College of Education

Please indicate how you would like your name to appear on your diploma; this must be a name listed in NEIU*port*.

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

*If you have declared a preferred 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 Graduate Records (graduate-records@neiu.edu / D-101).

If your legal name changes or you declare a preferred first name after you apply for graduation, you must contact Graduate Records. 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 Graduate Records (graduate-records@neiu.edu / D-101).

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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 a member of the Graduate Records Office staff (graduate-records@neiu.edu, or at D101) or your program advisor.

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

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

1) Complete the College of Graduate Studies and Research Application for Graduation and Academic Course Record form, with the help of your advisor or chair and submit the completed forms by the appropriate deadline indicated above to graduate-records@neiu.edu. Graduation applications received without a complete and signed Academic Course Record form from the advisor **will not** be processed.

2) Pay the required $50 graduation fee to Student Payment Services (D-101), studentpaymentservices@neiu.edu, when you submit your graduation application. Your diploma will not be released until all holds are removed from your account.

3) **Missing the deadline to apply for graduation may require you to graduate in a subsequent semester.**

Additional Information

- Meet regularly with your program advisor to monitor your progress toward graduation. Your graduation evaluation is finala determination of your graduation eligibility and should not be used as a substitute for regular advising. You are ultimately responsible for knowing the degree requirements necessary to earn your degree. Consult the NEIU Academic Catalog for your catalog year for specific information related to your program and University requirements related to graduation.
- Questions regarding graduation requirements should be directed to your program advisor. Questions regarding your graduation application should be directed to the Graduate Records Office (D-101D): (773) 442-6002 or graduate-records@neiu.edu.
- All incomplete grades, missing grades and paperwork regarding exceptions (substitutions, waivers, etc.) must be submitted to Graduate Records **one month before the official graduation date of the semester** in which you have applied to graduate.
- The deadlines for submission of thesis, comprehensive exam results, project, portfolio and final evaluation approval forms to Graduate Records is published in the Class Schedule for 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.*
- 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 <u>must</u> submit a Change of Graduation Date form if you wish to be considered for a subsequent graduation term. NEIU will <u>not</u> backdate your graduation to a previous semester should you fail to submit a Change of Graduation Date form.**

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Academic Course Record
Master's Student

Last Name	First Name	NEIU ID#

Program

List all completed courses and/or courses in progress APPLICABLE to your program in the appropriate section below.

TERM TAKEN	DEPT.	COURSE NUMBER	COURSE TITLE	CREDIT HOURS	GRADE	OFFICE USE

COURSE SUBSTITUTIONS (specify) or TRANSFER CREDITS OFFICIALLY ACCEPTED

Please check any outstanding items needed to complete degree requirements:

☐ Comp Exam/DPE ☐ Thesis/Recital ☐ Project/Capstone/Portfolio ☐ Other (List Below)

Changes to your course plan at a later date must be advisor-approved and communicated to Graduate Records with a newly signed ACR, or a note from the advisor.

Coursework Continued on the Next Page ☐

Student Signature _____ Date _____

Program Advisor Name _____ Program Advisor Signature _____ Date _____

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COURSE SUBSTITUTIONS (specify) or TRANSFER CREDITS OFFICIALLY ACCEPTED

All pages must be signed.

Student Signature _____ Date _____

Program Advisor Name _____ Program Advisor Signature _____ Date _____