

Application for Graduation
Master's Student

PLEASE PRINT

NEIU ID #	Last Name		First Name	
Street Address		City	State	Zip Code
Telephone Number (Home)		Telephone Number (Work)		
Program				
Graduation Term		College		
May _____ August _____ <i>Please indicate the year.</i> December _____		College of Arts and Sciences College of Business and Management Daniel L. Goodwin College of Education		

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

Diploma 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 (D-101D).

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 NEIUport.

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 (D-101D).

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 (D-101D) 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

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

- 1) Complete the College of Graduate Studies and Research Application for Graduation and program-specific Academic Course Record form, with the help of your advisor or chair and submit the completed forms by the appropriate deadline indicated above. Graduation applications received without the correct Academic Course Record form will be returned.
- 2) Missing the deadline to apply for graduation may require you to graduate in a subsequent semester.
- 3) Pay the required \$30 graduation fee to Student Payment Services (D-101) when you submit your graduation application. Your diploma and transcript will not be released until all holds are removed from your account.

Additional Information

- ◆ Meet regularly with your program advisor to monitor your progress toward graduation. Your graduation evaluation is a final 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 appropriate *NEIU Academic Catalog* 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) 442-6017 or grecords@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 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.**

College of Graduate Studies and Research

Please indicate all approved course substitutions.

NEIU ID #	Last Name	First Name
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

COURSES IN PROGRESS/TO BE TAKEN

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)

Student Signature

Date

Program Advisor Name

Program Advisor Signature

Date