

Application for Graduation Master's Student

NEIU ID #	Last Name	First Name	
Street Address		City	State
Telephone Number (Home)		Telephone Number (Work)	
Program			
Graduation Term		College	
<p style="text-align: center;">May _____</p> <p style="text-align: center;">August _____</p> <p style="text-align: center;">December _____</p> <p style="text-align: center;"><i>Please indicate the year.</i></p>		<p style="text-align: center;">College of Arts and Sciences</p> <p style="text-align: center;">College of Business and Technology</p> <p style="text-align: center;">Daniel L. Goodwin College of Education</p>	

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 graduate-records@neiu.edu.

If your legal name changes or you declare a chosen 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.

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 program advisor. You can also speak with a member of the Graduate Records Office staff (Enrollment Management D-101, graduate-records@neiu.edu).

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 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 to graduate-records@neiu.edu. Graduation applications received without the appropriate Academic Course Record form cannot be processed.
- 2) Pay the required \$30 graduation 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.
- 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. Consult the appropriate *NEIU Academic Catalog* for specific information related to your program and University requirements related to graduation. **You are ultimately responsible for knowing the degree requirements necessary to earn your degree.**
- ❖ Your graduation evaluation 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 program advisor. Questions regarding your graduation application should be directed to the Graduate Records Office (D-101) or (773) 442-6017 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 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

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

TRANSFER CREDITS OFFICIALLY ACCEPTED

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

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