

INSTRUCTION SHEET FOR COMPLETING THE GRADUATION APPLICATION FOR
MASTER'S AND DOCTORAL STUDENTS

IF YOU HAVE PREVIOUSLY APPLIED FOR GRADUATION, PLEASE CONTACT THE GRADUATION OFFICE, WOODY HALL, B-115.

Please read this instruction sheet carefully before completing the Graduation Application.

1. The deadline to return the graduation application to Woody Hall, B-115 is: Friday of the Second Week of the semester in which you plan to complete your requirements. Please contact the Graduate School for the deadline dates.
2. If the graduation application is sent by mail, please mail it to Pam Durso, Graduate School, Southern Illinois University at Carbondale 62901-4716.
3. A \$25.00 graduation fee will appear on a future Bursar Statement unless you indicate on the graduation form that you have one of the Financial Aid Awards.
4. The \$25.00 graduation application fee does not cover the cost of the cap and gown rental or the cost of invitations. Degree candidates planning to attend Commencement should contact the Student Center Bookstore about ordering their cap and gown and invitations. Since the Bookstore has a deadline date, you should contact them early in the semester in which the Commencement is held. Their number is 618-536-3321.
5. Doctoral students are required to pay a microfilm fee of \$68.00. There is an optional fee of \$45.00 for copyright. Please contact the Graduation Office in the Graduate School regarding the payment of these fees.
6. Commencement attendance is not compulsory; however, if you do plan to attend, the wearing of a cap and gown is compulsory. Military attire is not acceptable.
7. If your plans change about attending the commencement ceremony from that indicated on the application, either attending or not attending, please inform the Graduate School at 618-453-4523. Since this information is needed for seating and mailing purposes, please inform us by the end of April for the May Commencement, by the end of July for the August Commencement or by the end of November for the December Commencement.
8. If you do not meet degree requirements for the current graduation, your name will be moved to the next graduation list.
9. Please complete one graduation application for each degree you are applying for, i.e. concurrent program.
10. Any/all financial obligation(s) with the University must be cleared by the Bursar's Office at least two weeks before the date of Commencement in order to assure the release of your diploma and transcript. Diplomas are mailed eight to ten weeks after Commencement.
11. Graduate Students may not attend Commencement prior to degree completion.
12. Please call the Graduate School at (618) 453-4523 or (618) 536-7791 if you have any questions about completing the graduation application or about the Commencement Ceremony.
13. **PLEASE NOTE: SIGNATURE OF MAJOR PROFESSOR IS REQUIRED BEFORE SUBMISSION OF APPLICATION (EXCEPT FOR MBA, MACC, MSW, ART AND C&I)**

GRADUATION APPLICATION
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
GRADUATE SCHOOL



Please read the attached Instruction Sheet for Applying for Graduation before completing this Graduation Application. The completed Graduation application is to be returned to the Graduate School. A \$25 graduation fee will appear on a future Bursar Statement. The deadline to return the Graduation application to the Graduate School is **Friday of the Second Week of the Semester in which you plan to complete the degree requirements.**

If you are in a Concurrent Degree program and are receiving two degrees, please complete two separate Graduation Applications.

Do you plan to attend the ceremony on the Carbondale campus? Yes No
(Graduate students may not attend commencement prior to degree completion.)

Name exactly as you wish it to appear on your diploma:

First	Middle	Last
--------------	---------------	-------------

(If different from your name on SIUC records, your name change must be documented through Records. International student's name must match passport.)

Student ID: _____ - _____ - _____

Degree Sought: _____ **Major:** _____

If you are receiving a double major indicate the second major here: _____

Semester/Year you plan to graduate: May _____ August _____ December _____

Address to use for the mailing of your diploma: Street: _____ City: _____ State and Zip: _____	Is this address different than your permanent / home address? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

E-Mail Address: _____
(Commencement related information will be sent via E-Mail. It is important that you provide us with a current and valid E-Mail address in order to receive this information.)

Student's Signature: _____ **Date:** ____/____/____

THIS SECTION MUST BE COMPLETED FOR APPLICATION TO BE PROCESSED
(Section not required for MBA, MACC, MSW, ART, or C&I students)

I expect this student will complete:

the Dissertation/Thesis/Research paper by the Graduate School deadlines for the semester in which the student is applying.

This student is in a non-paper option.

Proposed Title of Dissertation, Thesis or Research Paper:

Major Professor Signature: _____

For Office Use Only

007 _____ 120 _____ 191 _____ DB _____