

## College of Graduate Studies and Research

### Application for Graduation: Master's Student

PLEASE PRINT

NEIU ID #	Last Name	First Name		
Street Address	City	State	Zip	
Telephone Number (Home)	Telephone Number (Work)			
Program				
I am applying to graduate:		College		
May _____ (Year)		College of Arts and Sciences		
August _____ (Year)		College of Business and Management		
December _____ (Year)		College of Education		

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

First Name	Middle Name	Last Name

\* Note: If your name changes after you apply for graduation, you must contact Graduate Records (D-101D). If your address or telephone number changes, please update in NEIUport.

**By signing this form, I acknowledge that I have read and agree to the information contained on both sides of this form.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

IF YOU WISH TO RETAIN A COPY OF THIS FORM (FRONT AND BACK), PLEASE MAKE A COPY FOR YOUR RECORDS BEFORE SUBMITTING THE FORM TO GRADUATE RECORDS (D-101D).

## College of Graduate Studies and Research

### Directions on How to Apply for Graduation: Master's Student

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 (located in D-101D) or your academic advisor.

Semester All Degree Requirements Will Be Completed	Filing (Deadline) Dates
May	September 1 - November 1
August	February 1 - April 1
December	March 15 - May 15

- 1) Complete the College of Graduate Studies and Research Application for Graduation and the Program Academic Course Record form(s), and submit all of the forms at the same time by the appropriate deadline date indicated above. Graduation applications received without appropriate Academic Course Record forms will be returned.
- 2) Submit the graduation application and supporting documents by the appropriate date. **Missing the deadline date to apply for graduation may require you to graduate in a following semester.**
- 3) Pay the required \$30 graduation application fee to the Cashier's Office (D-101) when you submit your graduation application. Note: your diploma and transcript will not be released until all holds are removed from your account.

### Additional Information

- ❖ Meet regularly with your academic 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 *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 academic advisor. Questions regarding your graduation application should be directed to the Graduate Records Office in D-101D or by calling (773) 442-6005.
- ❖ 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 are graduating.
- ❖ The deadlines for submission of thesis, comp 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 for that semester. **You must submit a Change of Graduation Date form after being dropped from graduation by the appropriate deadline date for the next available graduation date. NEIU will not backdate your graduation to a previous semester should you fail to submit a Change of Graduation Date form.**

Academic Course Record: Master’s Students

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	CREDITS	GRADE	OFFICE USE

COURSES IN PROGRESS


COURSES TO BE TAKEN


TRANSFER CREDITS OFFICIALLY ACCEPTED


Please check any outstanding items needed to complete degree requirements:

Comp Exam/DPE

Thesis/Recital

Project/Capstone/Final Evaluation

Other (List below)

Student Signature

Date

Current Program Advisor:

Program Advisor Name

Program Advisor Signature

Date