

## GRADUATION APPLICATION INSTRUCTIONS

**Graduation Application:** The attached Graduation Application should be completed with and approved by your academic advisor and then filed in the Office of the Registrar during the second semester of the Junior year. **Please print legibly and use black or dark blue ink.**

An updated WARD Report will be mailed to you upon receipt of the graduation application. Please refer to your WARD Report for deficiencies. Deficiency notices will be mailed from the Office of the Registrar only after the 10th day of classes and after the graduation ceremony.

**Any** change made after submission of the application must be reported immediately to the Office of the Registrar on a revised application which is available in the Office of the Registrar, Sherman 110. Change of name on diploma or change of address to where the diploma is to be mailed must also be submitted on a revised application. **Name changes or address changes routinely reported to the Office of the Registrar do not change the graduation application. This can only be done by submitting a revised application.**

Incomplete applications will not be accepted. All information required on the graduation application must be completed prior to submission to the Office of the Registrar.

**Commencement Ceremonies:** The appropriate section must be checked for attendance and location of Commencement Ceremony. (Macomb or Quad Cities) Students attending the Commencement Ceremonies will be required to purchase a cap and gown from the University Union Bookstore. Students whose last term of registration is Spring or Summer are invited to attend one of the May ceremonies. Students whose last term of registration is Fall are expected to attend the December ceremony or may choose to attend a later ceremony. You will find information on the Commencement Ceremony at <http://www.wiu.edu/commencement>.

**Graduation with Honors:** ALL undergraduate students, including transfer students, **MUST** earn at least sixty (60) semester hours of letter-graded coursework (including S/U) at Western Illinois University to be eligible for graduation with honors. Please note that transfer credits may negatively impact the awarding of academic distinction upon graduation.

**Clearance:** Please obtain the required signatures. Quad City students can see personnel in Student Activities at the Riverfront campus for signature authorization for the Alumni and Career Development Center areas.

**Alumni Registration:** Complete the Alumni Registration Form found in the Alumni drop down menu on STARS at <http://www.wiu.edu/stars> prior to visiting the Alumni House where you will receive the required signature on the attached Graduation Application. If you have difficulty with the on-line form, please contact Alumni Programs at 298-1914.

**Disability Accommodations:** If you will require a disability accommodation to participate in the Commencement Ceremony, please contact the Disability Resource Center at 309-298-2512 or by email to [Disability@wiu.edu](mailto:Disability@wiu.edu) as soon as possible, but no later than 2 weeks before the ceremony. Examples of accommodations are special seating arrangements because of a wheelchair, service animal, or other assistive equipment or assistance with crossing the stage. A sign language interpreter is provided during the ceremony, and disability seating is available for family members.

**IMPORTANT NOTICE: Students must clear all financial and administrative encumbrances (ie. library fines, security violations, etc.) before degree transcripts and the diploma will be mailed.**

**GRADUATION APPLICATION -- BACHELOR'S DEGREE CANDIDATES**

NAME \_\_\_\_\_ I.D.# \_\_\_\_\_

(Using black or dark blue ink, print name exactly as you wish it on your diploma)

DIPLOMA ADDRESS \_\_\_\_\_

(address)

(city, state, and zip code)

DATE OF GRADUATION \_\_\_\_\_

**For Office Use**

Catalog Year under which you are following requirements \_\_\_\_\_

Program (Check one): \_\_\_\_\_ Non-Teacher Education \_\_\_\_\_ Teacher Education

**Complete the Following as Applicable**

Primary Major Degree \_\_\_\_\_

Primary Major \_\_\_\_\_

Primary Major Option or Emphasis \_\_\_\_\_

Secondary Major Degree \_\_\_\_\_

Secondary Major \_\_\_\_\_

Secondary Major Option or Emphasis \_\_\_\_\_

1st Minor \_\_\_\_\_ Emphasis \_\_\_\_\_

2nd Minor \_\_\_\_\_ Emphasis \_\_\_\_\_

3rd Minor \_\_\_\_\_ Emphasis \_\_\_\_\_

\_\_\_\_\_  
(Advisor's Signature) (Date)

\_\_\_\_\_  
(Student's Signature) (Date)

\_\_\_\_\_  
(Second Major Advisor's Signature)

**THE FOLLOWING SIGNATURES ARE REQUIRED FOR COMPLETION OF THIS FORM**

1. Alumni Association Obtain signature after completing  
Alumni House the Alumni Registration Form on  
1009 West Adams STARS at <http://www.wiu.edu/stars> \_\_\_\_\_  
(Signature of Alumni Association)

2. Career Development Obtain signature after completing  
Center the Graduation Application  
125 Memorial Hall Completion Form at [wiu.edu/careers](http://wiu.edu/careers) \_\_\_\_\_  
(Signature of Career Development Center)

3. Teacher Licensure Required for students in  
Office teacher education programs \_\_\_\_\_  
91 Horrabin Hall (Signature of Teacher Licensure)

\_\_\_\_\_ **NO**, I will not attend the Commencement Ceremony

\_\_\_\_\_ **YES**, I will attend the **Macomb** Commencement Ceremony.

*(Students completing coursework at the end of the summer session attend the preceding May ceremony; all others attend the ceremony in which requirements are completed.)*

\_\_\_\_\_ **YES**, I will attend the **Quad Cities** Commencement Ceremony. *(May ceremony only.)*

(Over)

Name:

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WIU ID #:

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Local Address:

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Local Telephone Number:

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Applicants MUST complete the following three sections. If applicable, write in the courses. If none, write none.

I will use the following one course in BOTH my major and minor.

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Minor Requirements: If your minor utilizes courses from your major, please list the courses you are using for your minor so they can be excluded from your major.

First Minor

Second Minor

Third Minor

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Please list courses you are planning to take elsewhere or that you have taken elsewhere and are not yet on your WIU transcript.

Term

Dept#

Title

Hours

Institution

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This space for Registrar's use only.