

UNDERGRADUATE GRADUATION APPLICATION INSTRUCTIONS

Please contact your academic advisor before applying for graduation to verify when you will meet all degree requirements for your current degree program(s).

PLEASE READ THIS ENTIRE SHEET AND KEEP IT FOR YOUR RECORDS

1. If you are currently enrolled at SIUC, you should apply within SalukiNet (<http://salukinet.siu.edu/>). If not, **undergraduate students** should complete this paper graduation application and mail or deliver it to the address at the bottom of the form with attention made to the Graduation Office. A check or money order (made payable to SIUC) must be included to cover the cost of the **\$50, non-refundable**, graduation application fee.
2. The application deadline is the 4th Friday of the term for a Fall or Spring graduation and the 2nd Friday of the term for a Summer graduation. A late application may be accepted and, if it is, will be assessed a late application fee. Applications that are too late will not be accepted. (For specific application deadline dates, please see <http://registrar.siu.edu/calendars/graduation.php>.)
3. You have **five weeks** from the end of your graduation application term to ensure that all required SIU courses are satisfied and posted to your academic record (and that any transfer work from previous institutions is on file with the Office of Articulation & Evaluation). If you do not meet degree requirements by that five week deadline, a new application and a new application fee will be required.
4. There is **no** August Commencement ceremony, but your degree can be conferred for the Summer term. Because there is no Commencement ceremony in August, August candidates who plan to attend a Carbondale ceremony typically attend the following December ceremony. August candidates, who wish to attend the prior May ceremony, must apply by the eighth Friday of the Spring Commencement term and check the corresponding box on the application form to be eligible for "Early Walk". (For ceremony eligibility rules and requirements, please see <http://policies.siu.edu/policies/commencementparticipation.php>.)
5. A confirmation notification regarding graduation will be sent to the email address provided on your graduation application form. Most students have an active SIU email address which should be used for this purpose. In the rare case that a student does not have an active SIU email address, an alternate email may be provided.
6. Submission of this application by the appropriate deadline noted above will make you a degree candidate for all current and active program(s) that are officially listed on your student record. If you are officially enrolled in multiple degree programs but want to apply to graduate from only one of those programs, please make note of that on the application form or contact the Graduation Office staff at graduation@siu.edu to explain your intentions.
7. After an application to graduate has been received by the Graduation Office, most students can track the status of their application within SalukiNet by launching the *View Your Filed Graduation Application Status* task.

Undergraduate Graduation Application Form

This completed application must include a physical signature and a \$50 check or money order (made payable to SIUC) to cover the graduation application fee. This application cannot be processed without this non-refundable fee.

The application deadline is the 4th Friday of the term for a Fall or Spring graduation and the 2nd Friday of the term for a Summer graduation. Summer candidates requesting "Early Walk" must apply by the 8th week of the Spring Commencement term. (Please see <http://registrar.siu.edu/calendars/graduation.php> for specific application deadline dates.)

Submission of this application by the appropriate deadline noted above will make you a degree candidate for the current and active program(s) that are officially listed on your student record.

Name that should appear on your diploma (if different from your SIUC record name, an official name change may be required):

First: _____ Middle: _____ Last: _____

Email Address (SIU email preferred): _____

Dawg Tag #: _____ Daytime Phone #: _____

Month/Year you are applying to graduate/complete the degree(s): May August December Year: _____

Do you plan to attend a Commencement ceremony on the Carbondale Campus: Yes No

AUGUST CANDIDATES ONLY:

Since there is no August Commencement ceremony, August degree candidates who attend a Carbondale ceremony typically attend the next December ceremony. August candidates wishing to attend the prior May ceremony must apply by the 8th Friday of the Spring term and answer Yes to the following box to be listed for "Early Walk". Early Walk: Yes No

Address to be used for the mailing of your diploma:

Street Address: _____

City: _____ State: _____ Zip Code: _____

By signing and submitting this application, I acknowledge that it is my responsibility to ensure that all degree requirements are complete and on file with the appropriate University office(s) within five weeks from the end of the graduation application term, that if I fail to meet that deadline I will be required to reapply and repay the graduation application fee, and that my student account will be charged for any late fees associated with submission of a late application (if applicable and if accepted).

Student's (Physical) Signature: _____ Date: _____

GRADUATION OFFICE USE ONLY Postmark Date: _____

Term/Seq #: _____ Check/MO #: _____

Processed by: _____ Date: _____