

Graduation Application **Undergraduate or Law Students**

Instruction Sheet for Completing the Graduation Application

PLEASE READ THIS ENTIRE SHEET AND KEEP FOR YOUR OWN RECORDS

1. The deadline to return the Graduation Application to the Records Office is the **Friday of the first week of the semester in which you plan to complete the degree requirements.**
2. If the Graduation Application is sent by mail, please mail it to: Office of Records and Registration, Southern Illinois University Carbondale, Woody Hall A103, Mail Code 4701, Carbondale, IL 62901. The application must be received by the deadline.
3. A \$25 Graduation Application Fee will appear on a future Bursar statement unless you indicate that you have one of the financial aid awards listed on the Graduation Application. Please **DO NOT** send a check or cash with this application.
4. The \$25 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, gown, and invitations. This should be done by April 1 for the May commencement, by June 1 for the August commencement, or by November 1 for the December commencement. Prices for these items can be obtained from the Student Center Bookstore at 618/536-3321.
5. Commencement attendance is not mandatory. However, if you do plan to attend, the wearing of a cap and gown is mandatory. Military attire is not acceptable.
6. If you indicated on the Graduation Application that you plan to attend the commencement ceremony on the Carbondale campus, but later discover that you will not be attending, please inform the Records Office of your decision by the end of April for the May commencement, by July 15 for the August commencement, or by November 15 for the December commencement. This information is needed for seating and mailing purposes.
7. Graduates planning to teach in the state of Illinois should contact the College of Education, Dean's Office, about certification.
8. If you do not meet graduation requirements, your application will automatically be moved to the next graduation date. Should you subsequently not meet the degree requirements by the deadline for that graduation date, your name will be removed from the pending graduation list. **It will then be your responsibility to submit a new Graduation Application form by the end of the first week of the semester in which you plan to graduate.** The new application will result in the assessment of another \$25 Graduation Application Fee.
9. Please complete one Graduation Application for each degree for which you are applying.
10. Please complete the entire Graduation Application.
11. 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.**
12. Undergraduate students may not apply for or attend a commencement ceremony prior to the completion of all degree requirements unless they have written approval from their Academic Dean, and the approval is on file at the Records Office prior to the commencement ceremony.
13. Please call the Records Office at 618/453-2999 if you have any questions about completing the Graduation Application or about the commencement ceremony.