

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-114.

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

1. The deadline to return the graduation application to Woody Hall, B-114 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 Carbondale 62901-4716.
3. A \$25.00 graduation fee will appear on a future Bursar Statement.
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 submission fee of \$80.00 and Master's students submitting thesis are required to pay a submission fee of \$70.00. There is an optional fee of \$65.00 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 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 BME/ME, M.ARCH, MBA, MACC, MAT, MLS, MPH ,MSPA, MSW, ART AND MASTER'S C&I)**