

## 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.

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 block 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.

**Graduation with Honors:** ALL undergraduate students, including transfer students, MUST earn at least sixty (60) semester hours of credit graded A, B, C, D, or S 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.

**Alumni Registration:** Complete the Alumni Registration Form found in the 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 Support Services Office 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.**



WIU I.D. Number:

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Name:

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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 my 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.

Term	Dept.#	Title	Hours	Institution
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This space for Registrar's use only.