



APPLICATION FOR COMPLETION OF GRADUATE DEGREE AND COMMENCEMENT PARTICIPATION FORMS

If you are a graduate student planning to complete a doctorate, masters, or specialist degree in the next or current semester, it is necessary for you to apply for degree completion. If you plan to participate in the commencement ceremony you will complete and submit a Commencement Participation Form. Doctoral degree candidates planning to participate in the commencement ceremony also complete the Commencement Data Form. These three forms are included on the next three pages.

Instructions for completing the Application for Degree Completion, Commencement Participation, and Commencement Data forms.

Application for Degree Completion. To be completed and returned by all graduate degree seeking students planning to graduate in the current or next semester no later than the due date listed on the "[Important Dates and Deadlines](#)" for the semester you plan to finish all degree requirements. A \$40 fee is required.

You will not be considered a candidate for a degree until this application and your *degree audit are on file in the Evaluation Services Office. You will not officially complete your degree program if these forms are not filed. A separate application form must be submitted for each degree to be completed.

*The [degree audit form](#) should also be on file with, and approved by, the graduate coordinator of your program. The graduate coordinator of your program will send the approved degree audit via email to Evaluation Services staff early in the semester of your anticipated completion if you have given him/her notice that you plan to finish all degree requirements.

NOTE: Applications for students who fail to meet completion requirements for a degree in a specific session are canceled, and you must fill out another degree completion form for the semester you plan to complete the degree requirements. Any questions email grad.degree.audit@ilstu.edu. No additional fee required.

Commencement Participation Form. Applicable to students planning to participate in the commencement ceremony. Complete and return the top half of this form.

Commencement Data Form. Applicable only for doctoral degree candidates planning to participate in the commencement ceremony. Complete and return the form.

**RETURN ORIGINAL FORM AND FEE TO: CASHIER'S OFFICE, 605 W. DRY GROVE;
CAMPUS BOX 1210, NORMAL, IL 61790-1210.**

**Return Re-APPLICATION FORM to Holly Goldsmith; Registrar's Office; Moulton 107;
Campus Box 2201, Normal, IL 61790-2202; or email to grad.degree.audit@ilstu.edu.**



**APPLICATION FOR COMPLETION OF
GRADUATE DEGREE**

(Master's, Specialist, or Doctorate Program)

DATE: _____ UID# : _____

PRINT/TYPE NAME IN FULL AS DESIRED ON DIPLOMA

Last First Middle and/or Maiden
(List maiden name only if it is to printed on diploma.)

Address to which diploma will be mailed **2-3 months after the end of semester in which the degree is completed.** Report any changes in this address directly to the Evaluation Services staff (309) 438-2585.

KEEP THIS ADDRESS CURRENT. DIPLOMAS ARE NOT FORWARDED.

Email Phone No.

Number and Street Apt.

City and State Zip Code

Name of Program _____ (Do not list sequence or concentration)

Type of Degree for Which You are Applying Check One (X)

Master's _____ (specify which type) Doctorate: _____ Ed.D. _____ Au.D.
Specialist in School Psychology _____ _____ Ph.D. _____ DNP

Month and year you plan to complete all requirements for degree (not commencement date):

May _____ August _____ December _____ Year _____

Fee \$40.00 (This fee is for the processing of the degree - NOT for commencement ceremony cap and gown.)

Method of payment: Check or Money Order (made payable to ISU) _____

Applicant's Signature: _____

RETURN ORIGINAL FORM AND FEE TO: CASHIER'S OFFICE, 605 W. DRY GROVE; CAMPUS BOX 1210, NORMAL, IL 61790-1210.

RETURN Re-APPLICATION FORM to Holly Goldsmith; Registrar's Office; Moulton 107; Campus Box 2202, Normal, IL 61790-2202; or email to grad.degree.audit@ilstu.edu.

NOTE: Applications for students who fail to meet completion requirements for a degree in a specific session are canceled, and you must fill out another degree completion form for the semester you plan to complete the degree requirements. Any questions email grad.degree.audit@ilstu.edu. No additional fee required.

Do you plan to participate in the Commencement Ceremony? _____ YES _____ NO

(If yes, you must also fill out and return the half sheet on the next page.)

COMMENCEMENT PARTICIPATION FORM

Complete and return if you plan to participate in the Commencement Ceremony

PRINT OR TYPE NAME: _____

In the space above, please provide the pronunciation of your name
(Example: Nicole Lee Tennis (Nicole Leigh Thoennes))

UID#: _____ LOCAL PHONE #: _____

Which semester do you plan to complete all requirements for degree:

___ May ___ August ___ December

PROGRAM: (example: Chemistry) _____

DEGREE EXPECTED: ___ Master's ___ Specialist ___ Doctorate

Submit with your Application for Degree Completion

Detach and keep lower portion for important commencement information

IMPORTANT INFORMATION ABOUT GRADUATION AND COMMENCEMENT

****Please keep for future reference****

Which commencement ceremony is for me?

Master's - Those completing their degrees in May and August participate in May Commencement Ceremony. Those completing degrees in December participate in December Commencement Ceremony.

Doctorates - Participate in the ceremony immediately following completion of all degree requirements.

****NOTE: There is no Commencement Ceremony in August.**

All students who are eligible to graduate and want to walk across the stage in their commencement ceremony must check YES on the first page of this form, fill out the top section of this page and submit by the published deadline. The Application for Completion of Degree must be on file and the graduation fee paid to participate in the commencement ceremony.

Is there a Commencement website to help answer all my questions?

Yes. The Commencement website located at www.graduationservices.ilstu.edu will provide answers to your questions. Remember to visit regularly as new information will continue to be added.

- **Verify participation.** A participant list will be available on-line. If you believe you have signed up and your name is not listed, please notify us by using the e-mail address listed on the website.
- **Final instructions** will be posted to the Commencement website two weeks prior to the ceremonies.
- **Order your cap and gown and graduation announcements.** Illinois State University has exclusive rights to graduation regalia and announcements. The unique cap, gown and tassel can only be purchased on-line. You can also purchase a variety of graduation announcement packages.
- **Graduation fair** - all students graduating are invited to attend this exciting celebration. Information regarding the dates and details of this event will be posted to the Commencement website. Don't forget to visit the website often as information will be forthcoming.
- **Family links** - send family members to the website for schedule information, maps, directions, ordering information, and much more.



Commencement Data Form (Doctoral commencement participants only)

Graduate School
309 Hovey Hall
Campus Box 4040
Normal, IL 61790-4040
Telephone: (309) 438-2583
Fax: (309) 438-7912
www.grad.illinoisstate.edu

In addition to filing for degree completion and registering with Commencement Services, all doctoral degree candidates who are planning to participate in the commencement ceremony should complete this form. This information will be read at the ceremony.

Instructions: Please answer all of the questions below and submit with your Application for Degree Completion form **no later than November 18th for the December ceremony or April 5th for the May ceremony**. Students who are not on campus may send the form or all of the required information in an email message to dissert@ilstu.edu.

1. Please print your full name clearly, exactly as you would like to hear it read at the ceremony.

Do you have advice on how to pronounce your name? In case there are further questions, what is your e-mail address? **Please provide both** on the line below.

2. Print the name of the degree that you will be receiving.

3. Print the full name of your dissertation committee chair (if you have co-chairs, print both full names.)

4. Print the full name of the faculty member who will hood you at the commencement ceremony. Check with the faculty member first to confirm that he/she will be attending and owns or has ordered regalia. If your committee chair will not be in attendance, identify another faculty member who will be there to hood you.

Participation in the commencement ceremony is not a requirement to graduate. No diplomas are distributed there; all diplomas are mailed 8-10 weeks after the semester ends. Doctoral graduates who plan to participate in the ceremony must register beforehand and purchase regalia, including cap, gown and academic hood.