



## GRADUATE SCHOOL

# GRADUATION INSTRUCTIONS

### 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. Application can be downloaded from: [http://www.gradschool.siuc.edu/graduation\\_app.pdf](http://www.gradschool.siuc.edu/graduation_app.pdf)
2. If the graduation application is sent by mail, please mail it to Graduation Office, Graduate School, Woody Hall B 114, Southern Illinois University Carbondale 62901-4716 or fax 618.453.4562.
3. A \$25.00 graduation fee will appear on a future Bursar Statement.
4. Please complete one graduation application for each degree you are applying for, i.e. concurrent degrees. Double Majors need one application.
5. If you do not meet degree requirements for the current graduation, your name will be moved to the next graduation list.
6. Please call the Graduate School at (618) 453-4523 if you have any questions about completing the graduation application or about the Commencement Ceremony.

**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)**

**IF YOU HAVE PREVIOUSLY APPLIED FOR GRADUATION, PLEASE CONTACT THE GRADUATION OFFICE, WOODY HALL, B-114 OR CALL 453-4523**

**NOTE: YOU MAY ONLY ATTEND THE CEREMONY IN THE SEMESTER IN WHICH YOU ARE OFFICIALLY GRADUATING. ATTENDING A FUTURE CEREMONY IS NOT ALLOWED.**

## **CAP AND GOWN**

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. The \$25.00 graduation application fee does not cover the cost of the cap and gown rental or the cost of invitations.

## **COMMENCEMENT**

Graduate Students may not attend Commencement prior to degree completion. 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.

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.

Commencement is a formal ceremony. **Alcohol is prohibited.** The commencement ceremony is an important occasion not only for the candidate, but also important for other graduates, families, and friends. Although it is a happy time, it should not be a time of revelry. Conduct by all at the ceremony should be dignified. Alcoholic beverages may not be brought into the ceremony facilities by degree candidates or by guests. Security personnel will be on hand to deal with alcohol or other distracting objects.

### **LINE UP INFORMATION FOR DOCTORAL CANDIDATES**

Candidates for the Doctoral degrees and their major professors will participate in the processional and recessional for the ceremony. Doctoral candidates and their major professors will assemble in the classroom wing of Lingle Hall **no later than 30 minutes** before the ceremony start time. Doctoral degree candidates will be given name/seating cards at that time. Marshals will lead the lines of candidates to the ceremony and to the platform. Candidate will give the name card to the reader and proceed toward the stage to be hooded by his/her professor. After being hooded, candidate will shake hands with the University administrators and leave the stage. The candidate will then return to his/her seat on the floor.

### **SEATING FOR MASTER'S DEGREE CANDIDATES**

Candidates for the Master's degrees will be assigned specific seats on the floor of the Arena. They must pick up their name/seating card from the main entrance, and be seated as directed by the ushers. Candidates **MUST** have their

name/seating card before proceeding across the stage and will need to give the name card to the reader on stage.

All graduate degree candidates **MUST** be at the Arena **30 minutes before the ceremony start time and must be in academic regalia**. Masters degree candidates **MUST** be seated in their designated seat on the stage **at least 15 minutes before the ceremony starts**. Any candidate arriving after the processional has begun, will not be allowed to participate.

## **DIPLOMA**

Diplomas are mailed eight to ten weeks after Commencement. 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.

Graduation Contact Information:

Graduate School  
Graduation Office  
Woody Hall B114  
Carbondale, IL 62901-4716  
Phone: 618.453.4523  
Fax: 618.453.4562