

**OFFICE OF  
THE REGISTRAR**

**GRADUATION CHECKLIST FOR UNDERGRADUATE STUDENTS**

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**☐ GRADUATION PETITION:**

Students are expected to submit their graduation petition form to complete a Bachelor's degree to the Office of the Registrar **one calendar year** prior to their intended graduation date (e.g., file graduation petition in March 2016 for expected graduation date in March 2017).

Students must submit their graduation petition form by the following deadlines:

- **June 15** for a graduation at the end of fall quarter
- **October 15** for a graduation at the end of winter quarter
- **December 15** for a graduation at the end of spring quarter
- **March 15** for a graduation at the end of summer quarter

Obtain a graduation petition form from the Office of the Registrar, or download the appropriate form using the following web-site link: <http://www.registrar.northwestern.edu/graduation/index.html>

**☐ ACADEMIC ADVISEMENT REPORT:** Students should regularly review their academic advisement report in CAESAR (<http://www.northwestern.edu/caesar/>) to ensure that they are making good progress towards the completion of their degree requirements and are prepared to discuss any discrepancy with their adviser.

**☐ MEETING WITH ADVISER(S):** Students must meet with each major/minor adviser to receive approval of their graduation plan. Once approval is granted and review of degree requirements is completed, the major/minor adviser signs the graduation petition. Students should take a copy of the academic advisement report to each meeting.

**☐ WHERE TO FILE PETITION:** Students enrolled in the following schools bring their signed petition to the Office of the Registrar: The Judd A. and Marjorie Weinberg College of Arts and Sciences, the School of Communication, the School of Education and Social Policy, the Medill School of Journalism and the Henry and Leigh Bienen School of Music.

**McCormick students:**

Undergraduate McCormick students should download a copy of the McCormick student graduation petition form from the following link:

<http://www.mccormick.northwestern.edu/docs/undergraduate/BachelorOfScienceDegreeApplication.pdf>

Completed and signed graduation form should be submitted to the McCormick School of Engineering Academic Services Office, Tech L269. Note that McCormick students must file a separate petition, at the Office of the Registrar, for any additional major(s) and/or minor(s) pursued outside of the Robert R. McCormick School of Engineering and Applied Science.

**□ UPDATE CONTACT INFORMATION:** Students should keep their address and phone numbers current in CAESAR. Students should also regularly check their Northwestern student email account to view important messages sent by the Office of the Registrar regarding degree requirements and progress toward degree completion.

**□ CONTINUE CHECKING ACADEMIC ADVISMENT REPORT:** Students need to check their academic advisement report before registering for their last quarters to ensure appropriate course selection.

**□ LATIN HONORS:** Latin Honors (e.g., graduating magna cum laude) are announced at the June convocation ceremonies and are not available prior to these events.

**□ CAPS & GOWNS:** Students participating in university commencement and/or convocation ceremonies must order their cap and gown beginning in March of each year. Students may rent or purchase their cap and gown. Contact the Office of Special Events at 847-491-3600, visit <http://www.northwestern.edu/commencement/index.html>, or send an e-mail to: [commencement@northwestern.edu](mailto:commencement@northwestern.edu) with any questions regarding caps and gowns, commencement and convocation ceremonies.

**□ FUTURE DATES:** Northwestern University's 158<sup>th</sup> Commencement for the class of 2016 will be held on Friday, June 17, 2016. The distribution of diplomas will take place at individual school convocations, with the exception of the Weinberg College of Arts and Sciences. Diplomas for WCAS graduates will be mailed in August.

**Commencement dates for:**

Class of 2017: Friday - Saturday, June 16 and 17, 2017

**□ DIPLOMAS:** Diplomas are handed out during June convocation ceremonies only to students graduating in June (with the exception of Weinberg College of Arts and Sciences students.) Students who do not attend their June convocation ceremonies receive their diploma in the mail. Diplomas for students graduating any time other than June are mailed to the student's permanent address on file about two months after graduation.

**□ COMPLIMENTARY TRANSCRIPTS:** A complimentary transcript is mailed to every student's permanent address on file about one month after graduation every quarter. Students should review this transcript carefully and contact the Office of the Registrar immediately if there are any errors or discrepancies.