

GRADUATION CHECKLIST FOR UNDERGRADUATE STUDENTS

GRADUATION PETITION: Bachelor's degree application must be received by the Office of the registrar one calendar year prior intended graduation date (i.e. file graduation petition in December 2009 for expected graduation date in December 2010). Students who submit their petition to graduate for June 2010 after Tuesday, April 27th, 2010 will NOT have their names listed in the Commencement book.

Obtain an application form from the Office of the Registrar, or download the appropriate form using the following web-site link:
http://www.registrar.northwestern.edu/graduation/application_procedure.html

DEGREE PROGRESS REPORT: Students must review their electronic degree progress report in Caesar View Degree Progress" <http://www.northwestern.edu/caesar/> prior to completing the petition form and meeting with their Adviser.

MEETING WITH ADVISER(S): Students must meet with their major/minor Adviser(s) to receive approval to file for graduation. Once approval is granted and review of degree requirements is completed, the major/minor Adviser(s) signs the graduation petition.

WHERE TO FILE PETITION: Students enrolled in the following schools file their petition with the Office of the Registrar: 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.

WHERE TO FILE PETITION - McCormick students:

Undergraduate McCormick students should contact the McCormick Student Affairs Office for application information. Note that McCormick students must file a separate petition 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 check regularly their Northwestern student email account to view important messages sent by the Office of the Registrar regarding degree requirements and progress.

CONTINUE CHECKING DEGREE PROGRESS REPORT: Students need to check their degree progress report before registering for their last quarters to ensure appropriate course selection.

LATIN HONOR: Latin Honors are announced only at commencement of June convocation ceremonies.

CAPS & GOWNS: Students participating in the university commencement and/or convocation ceremonies must order their cap and gown beginning 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/student/> or send an e-mail to commencement@northwestern.edu with any questions regarding caps & gowns and commencement/convocation ceremonies.

FUTURE DATES: Northwestern University's 152nd Commencement for class of 2010 will be held on Friday, June 18, 2010. The distribution of diplomas will take place at individual school convocations on Saturday, June 19, 2010.

DIPLOMAS: Diplomas are handed-out during June convocation ceremonies only to students graduating in June. Students who do not attend their June convocation ceremonies may either pick up their diploma in the Office of the Registrar or receive their diploma in the mail. Beginning the last Monday of the month of June, diplomas remaining in the office will be mailed to the student's permanent address on file.

For August graduating term, diplomas are mailed to the student's permanent address on file in October.

COMPLIMENTARY TRANSCRIPT: A complimentary transcript is mailed to every student's permanent address on file about one month after graduation.
