

GRADUATION APPLICATION INSTRUCTIONS

Bachelor of Arts in General Studies Degree Program Candidates

Graduation Application: The attached graduation application should be completed and submitted to the General Studies Degree Program Office in Malpass Library. Deadlines are as follows: Fall Semester/July 15; Spring Semester/November 15; Summer Semester/April 15. (*Deadline for having your name included in the graduation program is March 15 for Spring or Summer Terms and October 15 for Fall Term.*)

Please print legibly and use black or dark blue ink. Incomplete applications will not be accepted.

An updated WARD Report will be mailed to you upon receipt of the graduation application. Please refer to your WARD Report for deficiencies.

Any change made after submission of the application must be reported immediately to the General Studies Degree Program Office. 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 or to General Studies do not change the graduation application. This can only be done by submitting a revised application.** Diplomas are mailed approximately 8 weeks after graduation day.

Commencement Ceremonies: The appropriate block must be checked for attendance and location of the 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. You will find information on the commencement ceremony at wiu.edu/commencement.

Graduation with Honors: ALL undergraduate students, including transfer students, MUST earn at least 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.

Disability Accommodations: If you will require a disability accommodation to participate in the commencement ceremony, please contact the Disability Resource Center at (309) 298-2512 or by email to disability@wiu.edu as soon as possible, but no later than two 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.

Alumni Registration: Complete the Alumni Registration Form found in the drop down menu on STARS at wiu.edu/stars. If you have difficulty with the on-line form, please contact Alumni Programs at (309) 298-1914. This is optional, but greatly appreciated.

Career Development Center: Contact the CDC at (309) 298-1838 if you would like to schedule a telephone or face-to-face Career Preparation appointment to assess your level of career readiness.

IMPORTANT NOTICE: Students must clear all financial and administrative encumbrances before degree transcripts and the diploma will be mailed.

GRADUATION APPLICATION

Bachelor of Arts in General Studies Degree Program Candidates

NAME _____ WIU ID NUMBER _____
(As you wish it to appear on your diploma)

LOCAL MAILING ADDRESS _____
(BGS will mail WARD to this address) _____ Street _____ City _____ State _____ ZIP _____

DIPLOMA ADDRESS _____
(BGS will mail diploma to this address) _____ Street _____ City _____ State _____ ZIP _____

Daytime phone number _____ E-Mail Address _____

EXPECTED DATE OF GRADUATION (Year) _____ (Term) Spring Summer Fall
(If graduation requirements will be finished in summer, select "Summer" term)

COMMENCEMENT CEREMONY PLANS

(Students completing coursework at the end of the summer session attend the preceding May ceremony; all others attend the ceremony in which requirements are completed.)

NO, I will not attend any commencement ceremony

YES, I will attend the **Macomb** commencement ceremony in May

YES, I will attend the **Quad Cities** commencement ceremony in May

YES, I will attend the **Macomb** commencement ceremony in December

*** No QC commencement ceremony in December

Complete the Following as Applicable

You may request a maximum of three minors. Minors are not required for the BGS degree. Please contact your advisor if you wish to remove a minor prior to graduation as failure to meet minor requirements will prevent graduation.

1st Minor _____

2nd Minor _____

3rd Minor _____

FIREFIGHTERS ONLY:

Certification from either option will make you automatically eligible for the Fire Administration Minor.

NOTE: Please initial below if you plan to earn either certification.

FIRE ADMINISTRATION AND MANAGEMENT CONCENTRATION _____

FIRE PREVENTION TECHNOLOGY CONCENTRATION _____

FOR OFFICE USE ONLY:

☐ PRIVACY ACT INVOKED

☐ ACCESS ☐ DOCM ☐ BOOKSTORE LIST ☐ TERM ☐ ADDU ☐ ALT ADDU
☐ GRUP ☐ TTSU ☐ CEREMONY EMAIL CEREMONY EXCEPTION DATE: _____

HONORS CODE:

ADVISOR: _____

(0) NONE _____

(1) CL 3.60-3.74 _____

(2) MCL 3.75-3.89 _____

(3) SCL 3.90-4.00 _____

Associates degree earned at: _____

Application approved by: _____ Date: _____

Please list courses you are planning to take elsewhere or that you have taken elsewhere and are not yet on your WIU transcript. (If additional lines are needed, please attach a separate sheet of paper.)

Term	Year	Dept/Number	Title	Hours	Institution
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Date (mm/dd/yyyy)

WIU ID#

Student's Signature

Please note: A computer generated digital signature cannot be accepted.

Incomplete applications will not be accepted.

Form should be submitted directly to the BGS Degree Program office by one of the following methods:

Mail to:

General Studies Degree Program
Western Illinois University
1 University Circle
Macomb, IL 61455-1390

Scan & Email to:

Save as a **PDF document file (NOT A JPEG)** and attach to an email send to: **BGS@wiu.edu**

NOTE: You are responsible for notifying the BGS Degree Program Office in Macomb of any changes that occur in this graduation plan.

Phone Number: 309/298-1929 | E-Mail Address: BGS@wiu.edu

