



1. Name _____ 2. UIN _____
(Exact name to be printed on diploma)

3. Local Address _____
Street City State Zip

4. Permanent Home Address _____
Street City State Zip

5. Catalog Used for Requirements (_____) Sem. of Expected Graduation Fall Spring Summer _____
(year)

6. Candidate for (circle one) B.A. B.S. B.B.A. B.S.W. Hours Required for Degree _____

7. Major _____ Major Adviser _____ Minor _____ Minor Adviser _____

LOWER DIVISION COURSES (100 & 200 level)

Course #	Hrs.	Course #	Hrs.	Course #	Hrs.

MAJOR REQUIREMENTS

Course #	Title	Hrs. Completed	Hrs. in Progress	Hrs. Planned

ELECTIVES

Course #	Title	Hrs. Completed	Hrs. in Progress	Hrs. Planned

UNIVERSITY REQUIREMENTS
(12 Hrs. required among PAC, AST, LSC)

Course #	Title	Hrs. Completed	Hrs. in Progress	Hrs. Planned

MINOR REQUIREMENTS (If applicable)

Course #	Title	Hrs. Completed	Hrs. in Progress	Hrs. Planned

SIGNATURES

Student Date

Graduation Contract Approved By:

Adviser Date

Program/Department Convener Date

Dean (if required) Date

Minor Approved By:

Adviser Date

Program/Department Convener Date

Office of Admissions and Records Date

FOR OFFICE USE ONLY

REQUIREMENTS TO BE MET

Hours in Progress _____

Hours Planned _____

Exit Assessment _____

AACSB Requirements (College of Business & Mgt Only) _____

General Education Requirements _____

GPA: _____

DEGREE CONFERRED _____

FEE _____ DEGREE POSTED _____

DIPLOMA ORDERED _____ MAILED _____

GRADUATION CONTRACT INSTRUCTIONS AND GRADUATION INFORMATION

Please consult your adviser for assistance in completing your graduation contract. Undergraduate students will list all courses taken at UIS. If you have transfer coursework which has been petitioned and accepted, please list the individual courses under the proper category. Place a capital T in front of the course, example TBIO 212. Do not list any course more than once (e.g. if a course can be used as an elective and toward a minor, simply list it under the minor category).

Contracts should be submitted to your adviser and must be approved by your adviser and the program convener. Please sign the contract or it will be returned to you. The program convener will forward the completed form to the Office of Admissions and Records for processing. If you have any questions, please call Graduation at (217) 206-7730.

University Exit Assessment Exam: All graduating seniors are required to participate in the exit assessment before the mid-point of their last semester in order to have their degrees granted. The test scores themselves do not determine a student's eligibility for graduation; scores are only reviewed as group data. Sign up for an evaluation session by calling the Assessment Office at (217) 206-7125.

Deadline: Graduation contracts must be on file in the Office of Admissions and Records by the first Monday in October for fall graduates, the first Monday in March for spring graduates, and the first Monday in July for summer graduates.

Graduation Fee: Graduation fee bills (\$20 for bachelor's, \$25 for master's and doctoral) are mailed to candidates who have filed graduation contracts. You may pay this bill at the Bursar's Office (PAC 184) or by mail.

Degree Conferral: Degrees are awarded only at the end of the spring semester, summer session, and fall semester. As soon as grades are received from faculty at the end of the term, each graduation contract is reviewed. At that time, all requirements—including transcripts from other schools, clearance of incompletes, all grades, and any other supporting documents—must be on file in the Office of Admissions and Records. **The deadline for receipt of all required items is three weeks after the end of the term.**

Degrees not conferred at that time will be automatically reconsidered each subsequent term for up to one year. Graduation Contract Reviews will be mailed to students, informing them of requirements not yet fulfilled.

Diplomas and Final Transcripts: Diplomas and final transcripts will be mailed after the end of the term for those graduates who have no monetary holds and who have paid the graduation fee. Please be sure to keep the graduation office informed of your current address.

Graduation Contract Changes: All changes to your graduation contract require the signatures of your adviser and program convener on a student petition.

Commencement Information: Commencement ceremonies are held each year on the first Saturday after the end of the spring semester. Information about commencement is mailed to the eligible participants in February. Eligible participants include summer and fall graduates from the previous year as well as candidates for the spring semester.