HIGHLIGHTS OF THE NEW GRADUATION POLICY AND CHECK-OUT PROCESS

- **Degrees Conferrerd Every Quarter:** Since the fall quarter 2009, Northwestern University is conferring degrees to undergraduate students at the end of each quarter as opposed to only twice a year.

- **Complimentary Transcripts and Diplomas** are mailed to the students’ permanent address on file, every quarter with exception of the Spring quarters, about one month following their degree conferral date for their complimentary transcript and about two months for their diploma.

- **Graduation Ceremonies:** Students graduating in August and December may opt to participate in the June commencement ceremonies of their graduation year or in the June commencement ceremonies of the year following their graduation date. March and June graduate students may participate in the June commencement ceremonies of their graduation year.

- **Choice in Graduation Term:** Students who are successfully completing their degree requirements may choose to graduate (be awarded a degree and receive a diploma) at the end of the term when they complete their degree requirements or delay their graduation (be awarded a degree and receive a diploma) to a later term for either personal or academic reasons or both.

- **Changes to the Graduation Petition Procedure:** Starting December 1st, 2009, students are required to submit only one petition form to declare their intention to complete their degree for their chosen academic plans (additional major(s) and/or minor(s)). In other word, they no longer need to submit a separate petition for each minor and/or additional major(s) they are completing.

- **New Graduation Petition Forms** are available on the Registrar's Office's web-site [http://www.registrar.northwestern.edu/graduation/index.html](http://www.registrar.northwestern.edu/graduation/index.html)

  Two petitions are required for dual-degree students.
■ **WEEKLY FOLLOW-UP EMAILS** to student who submit graduation petition forms.

Weekly confirmation emails are being sent to students who submit a petition to graduate.

■ **NEW COMMUNICATION EMAILS** replace the "summary of credits" since December 1, 2009.

Once a student’s graduation petition is processed and the degree progress report is updated, the degree auditor sends a second email, copying the student’s adviser(s) and department(s), informing him/her that his/her petition to graduate has been processed and that he/she should review his/her updated degree progress through CAESAR.

This email also contains information regarding the URR, name as it will appear on their diploma, and any other important information not included on their degree progress report.

Note that all email communication is being conducted using the students' Northwestern email addresses.

■ **GRADUATION CHECKLIST BROCHURE**. A graduation checklist brochure has been developed in an effort to provide accurate and important information to students regarding the graduation/commencement process.
WCAS NEW GRADUATION PETITION
GRADUATION PETITION FORM FOR A BACHELOR’S DEGREE FROM WEINBERG COLLEGE OF ARTS AND SCIENCES

All WCAS students must file a graduation petition one calendar year prior to their intended graduation date. Print your degree progress report from CAESAR and take it with you when you meet with your adviser(s).

Student ID# ___________________    NU Email ____________________@northwestern.edu/u.northwestern.edu

Northwestern student email address only

Name to appear on diploma: ____________________________________________________________

First Name         Middle Name         Last Name

I hereby petition the Faculty of the Weinberg College of Arts and Sciences to be recognized as a candidate for the degree of Bachelor of Arts.

I plan to complete my degree requirements in:  □ December  □ March  □ June  □ August , 20 _____

☐ I have reviewed my degree progress report in CAESAR (http://www.northwestern.edu/caesar/)

SCHOOL REQUIREMENTS:

<table>
<thead>
<tr>
<th>Freshman Seminars</th>
<th>Writing Proficiency</th>
<th>Foreign Language Proficiency</th>
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<tr>
<td>□ Completed</td>
<td>□ Completed</td>
<td>□ Completed</td>
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<tr>
<td>□ Exempt</td>
<td>□ Will take approved course</td>
<td>□ Will take more courses</td>
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<tr>
<td>□ Will take approved substitute</td>
<td>□ Submitted/will submit portfolio</td>
<td>□ Will take proficiency exam</td>
</tr>
</tbody>
</table>

Distribution Requirements

Indicate whether you have completed each distribution area. For the distribution area(s) not yet completed, indicate the term(s) in which you are taking, or plan to take, a course.

<table>
<thead>
<tr>
<th>Distribution Areas</th>
<th>(Courses in progress are not yet completed)</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
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</thead>
<tbody>
<tr>
<td>I- Natural sciences</td>
<td>Check below if area is complete</td>
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<tr>
<td>II- Formal studies</td>
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<td>III-Social and behavioral sciences</td>
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<td>IV-Historical studies</td>
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<td>V-Ethics and values</td>
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<td>VI-Literature and fine arts</td>
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MAJOR and optional additional major(s), minor(s), and certificates

I plan to complete the following major(s)/minor(s)/certificate(s); list programs both within and outside WCAS:

<table>
<thead>
<tr>
<th>Major(s)</th>
<th>Minor(s)</th>
<th>Certificate(s)</th>
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You must meet with a department/program adviser in each major and minor you list above. List requirements still to be completed on the reverse side of this form and obtain the signature of the relevant adviser. These advisers should also indicate any substitutions, waivers, themes or related courses requiring approval, etc. (Attach additional pages, if needed.)

Dual Bachelor’s Degree Students: Please attach a second petition form for your additional bachelor’s degree.

A confirmation email will be sent to the student’s Northwestern email address about 45 business days following submission of graduation petition to the Office of the Registrar.

** Completed forms should be submitted to the Office of the Registrar. **
**Major and minor requirements not yet completed.** In each section, list all courses in progress or still to be taken to complete the requirements. Indicate the term in which you are taking or expect to take each course.

**List any remaining “related courses” for a major after department/program courses not yet completed.**

**Each section requires the signature of a department/program adviser. Advisers should also indicate any substitutions, waivers, themes or related courses requiring approval, etc. Attach additional pages, if needed.**

### MAJOR (must not be an adjunct major):

**Concentration (if relevant):**

I am following the requirements in the 20__-20__ undergraduate catalog.

<table>
<thead>
<tr>
<th>Dept/Pgm</th>
<th>Course #</th>
<th>Fall</th>
<th>Wtr</th>
<th>Spr</th>
<th>Summer</th>
<th>Adviser Approvals (list below or attach new page)</th>
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Print Name of Adviser  
Signature of Adviser  
Date

☐ Other Major or ☐ Minor (skip section if not relevant):

**Concentration (if relevant):**

I am following the requirements in the 20__-20__ undergraduate catalog.

<table>
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<th>Dept/Pgm</th>
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<th>Wtr</th>
<th>Spr</th>
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</tbody>
</table>

Print Name of Adviser  
Signature of Adviser  
Date

☐ Other Major or ☐ Minor (skip section if not relevant):

**Concentration (if relevant):**

I am following the requirements in the 20__-20__ undergraduate catalog.

<table>
<thead>
<tr>
<th>Dept/Pgm</th>
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</tbody>
</table>

Print Name of Adviser  
Signature of Adviser  
Date

Student Signature  
Date

Revised 01/10  
OFFICE OF THE REGISTRAR - 633 Clark Street Evanston, IL 60208
EXAMPLE OF COMMUNICATION EMAIL REPLACING THE ‘SUMMARY OF CREDITS’
Dear Jon:

We are pleased to inform you that we have received your petition to graduate with your intent to complete a Bachelor of Arts:

<table>
<thead>
<tr>
<th>Major(s):</th>
<th>JOURNALISM</th>
<th>School: WCAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Major</td>
<td>ENGLISH</td>
<td></td>
</tr>
<tr>
<td>CONCENTRATION:</td>
<td>English &amp; American Literature</td>
<td></td>
</tr>
<tr>
<td>Graduation:</td>
<td>June 2010</td>
<td></td>
</tr>
<tr>
<td>Minor(s):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Official Name as it will appear on your diploma. Please notify your degree auditor if you notice any discrepancies.

Diploma Name: JON JON JON

PLEASE READ THIS EMAIL ENTIRELY AS IT CONTAINS IMPORTANT INFORMATION REGARDING YOUR GRADUATION.

Your degree progress report has been updated to reflect the 2006 academic-year requirements that you are following.

To fulfill your Undergraduate Residence Requirement, you must be enrolled for additional [ ] full-time quarter(s) after Fall 2009 term.

Please review carefully your updated degree progress report in CAESAR under the 'student center' menu options (http://www.northwestern.edu/caesar/) and promptly contact your adviser and degree auditor to report any discrepancies. However, any course substitutions or exceptions must be approved by your adviser and submitted via email to your degree auditor.

We also recommend that you check your updated degree progress report before registering for your last quarters to ensure appropriate course selection.

Finally, we would like to inform you that, starting the fall quarter 2009, Northwestern University will confer degrees to undergraduate students at the end of each quarter as opposed to only twice a year. For more information regarding Northwestern University's 152nd Commencement (June 2010) that will take place on Friday, June 18, 2010, please consult the Office of Special Events web site: http://www.northwestern.edu/commencement/index.html.

Please find attached a graduation checklist brochure that should provide answers to most of your questions regarding the graduation process.

Do not hesitate to contact me if you have any questions.

Sincerely,

Degree Auditor
CHECK YOUR DEGREE PROGRESS REPORT ONLINE!

Consult CAESAR regularly to review your degree progress report.
(http://www.northwestern.edu/caesar/)

Petition forms can be obtained in the Office of the Registrar or downloaded using the following link:
http://www.registrar.northwestern.edu/graduation/application_procedure.html

REMEMBER TO SUBMIT YOUR GRADUATION PETITION ONE CALENDAR YEAR PRIOR TO YOUR INTENDED GRADUATION DATE!
GRADUATION CHECKLIST FOR UNDERGRADUATE STUDENTS

Graduation Petition:
Bachelor’s degree petitions must be received by the Office of the Registrar one calendar year prior to your intended graduation date (e.g., file your petition in March 2010 for an intended graduation date of March 2011).

Students who submit the petition to graduate to the Office of the Registrar after the deadlines listed below will NOT have their names printed in the Commencement Book.
Class of 2010: April 27, 2010
Class of 2011: April 15, 2011
Class of 2012: April 15, 2012

Degree Progress Report:
Students should regularly review their electronic degree progress report in CAESAR under the “Student Center” menu options 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 degree progress report to each meeting.

Where to File Your 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 from the following link: http://www.mccormick.northwestern.edu/docs/undergraduate/BachelorOfScienceDegreeApplication.pdf
Completed and signed graduation petitions 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 Degree Progress Report:
Students need to check their degree progress 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.

Caps & Gowns: (Continued)
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 and gowns and commencement/convocation ceremonies.

Future Dates:
Northwestern University’s 152nd Commencement for the 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.
Commencement dates for:
Class of 2011: Friday, June 17–Saturday, June 18
Class of 2012: Friday, June 15–Saturday, June 16

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 at 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 summer, fall and winter graduating terms, diplomas are mailed to the student’s permanent address on file about one to two months after the official graduation date.

Complimentary Transcript:
A complimentary transcript is mailed to every student’s permanent address on file about one month after graduation every quarter.
Michele Neary, Associate Registrar
847-491-8466
m-neary@northwestern.edu

Sandrine Onyise, Senior Assistant Registrar
847-467-6861
s-onyise@northwestern.edu

Jane Baugher, Degree Auditor
**Last Names beginning with A through L**
847-491-8454
e-baugher@northwestern.edu

Isabel Vega-Gomez, Degree Auditor
**Last Names beginning with M through Z**
847-491-8442
i-vega@northwestern.edu

**RODA-** roda@northwestern.edu
Questions from student, faculty and staff regarding electronic degree progress report