

SCHOOL OF COMMUNICATION

OFFICE OF UNDERGRADUATE
PROGRAMS AND ADVISING



SO, YOU'RE PETITIONING TO GRADUATE?

Here is how it will work:

1

Sign up for a Graduation Petition advising session on [ConnectNU](#) before the end of June. These will be longer sessions. Ideally, we'll have this meeting in person.

FALL (December 2023) grads must initiate a petition **by June 1, 2023**
WINTER (March 2024) grads must initiate a petition **by October 8, 2023**
SPRING (June 2024) grads must initiate a petition **by December 10, 2024**
SUMMER (August 2024) grads must initiate a petition **by March 1, 2024**

Although it *seems* like you have plenty of time, this is the kind of administrative chore that it is just SO much better to get done early. Trust. (See Form Routing as to why)

2

Before our meeting, please take a minute to review your [electronic degree audit in CAESAR](#) and make note of anything we will need to correct on your petition. Keep in mind that the Registrar will only accept credits that appear on your transcript, so if you have outstanding AP scores or transfer credits, now is the time to take care of this!

3

You submit the [Graduation Petition Form](#) now OR you can wait, and we'll do it on the spot during your meeting using your laptop – either is fine!

4

FORM ROUTING! When you first submit the form, it will route to me. After my approval it will route back to you. At that time, you will need to route the form to any additional major, minor, or certificate. Please make sure to set up advising appointments for any additional major, minor, or certificates. **You will NOT submit this form for the modules.**

The process is considered complete when the form has bounced back to you a final time and you confirm that you don't wish to add any other additional programs. **PLEASE ONLY SUBMIT 1 FORM.** Do not start duplicates.

5

If you know that you are NOT planning to graduate any time between December 2023 and December 2024, please send me an email so that I can update your advising cohort in ConnectNU so that I'll stop sending you emails like this one...for now....

Thanks, and I look forward to seeing you soon. As always, please use ConnectNU or call (847) 491-7214 to schedule an appointment.