

Instructions for Graduation Candidates

THE MASTER OF ENGINEERING PROGRAM CASE SCHOOL OF ENGINEERING CASE WESTERN RESERVE UNIVERSITY

This instruction sheet explains in detail the forms needed to apply for graduation. **Please read it carefully and view the [Academic Calendar](#) for important deadlines.** You must assume full responsibility for completing this information on time. Because a number of signatures are required in addition to yours, we are glad to assist you in obtaining these signatures provided we receive the application before the deadline date.

1. Complete your Application for Graduation and return it to the Master of Engineering Program office, Nord 500, or fax to 216-368-8859. Please note that this application is valid for the current term only. If your degree is not conferred in the semester in which you applied, it will be necessary for you to reapply for graduation in a later semester.
2. Complete the Case Graduate Alumni Survey. This must be completed and returned with your Application for Graduation to the Master of Engineering Program office, Nord 500, or fax to 216-368-8859.

Planned Program of Study:

Should you need to make changes to your original Planned Program of Study revisions can be made via [Planned Program of Study \(My Planner\)](#).

PLEASE NOTE: YOU MUST MEET THE SPECIFIED DEADLINE FOR GRADUATION. IF YOU ARE UNABLE TO MEET THIS DEADLINE, YOUR APPLICATION WILL NOT BE ACCEPTED, AND YOU WILL NEED TO APPLY FOR THE NEXT SEMESTER.

If you have any questions or need more information, please contact the Master of Engineering Program office at 216-368-8859 or 216-368-4115.