DIPLOMA APPLICATION (GRADUATION)

SUNY Plattsburgh

Return to Registrar's Office, Kehoe 307, 101 Broad Street, SUNY Plattsburgh, Plattsburgh, NY 12901
Telephone: 518-564-2100; Fax: 518-564-4900; Email: registrar@plattsburgh.edu

Name: _____ Student ID: _____
Print your legal name exactly as you wish it to appear on your diploma.

Diplomas are mailed two months after degree conferral. Mail diploma to the following address:

Street: _____

City: _____ State _____ Zip Code_____ Country_____

Hometown (if different from mailing address): _____

Email Address: _____ Date Application Submitted: _____

GRADUATION DATE

(The date all degree requirements will be completed)

Graduation Date (circle one) MAY AUG DEC JAN Year: _____

Note: It is extremely important students declare the actual semester and year of anticipated degree completion. Failure to do so may result in loss of financial aid and an inability to register.

AUGUST AND JANUARY GRADUATES: WHICH COMMENCEMENT DO I ATTEND?

August graduates attend the May commencement provided they are within six credits of degree completion by the end of the spring semester, have applied for August graduation, and are registered for the summer session or have an approved *Permission for Off-Campus Study* form on file.
January graduates attend the December commencement provided they are within six credits of degree completion by the end of the fall semester, have applied for January graduation, and are registered for the winter session or have an approved *Permission for Off-Campus Study* form on file.

Degree:

( )	Bachelor of Arts	( )	Master of Arts
( )	Bachelor of Fine Arts	( )	Master of Science
( )	Bachelor of Science	( )	Master of Science in Education
( )	Bachelor of Science in Education	( )	Master of Science for Teachers
( )	Bachelor of Arts/Master of Science for Teachers	( )	CAS

Curriculum Information Major(s): _____

Minor(s): _____

Graduation is not official until all degree requirements are complete. _____ *(student's initials)*

Names of students who have confidentiality holds on file with the college will NOT appear in the commencement brochure or other college-related publications. _____ *(student's initials)*

ATTENTION MASTER'S AND CAS DEGREE CANDIDATES

Your graduate advisor must verify you completed your thesis and/or are within six non-thesis credits of completing your program by the winter/summer session following your requested commencement ceremony date. Meet with your advisor to initiate the *Graduation Checklist*. The completed *Graduation Checklist* must be approved by your academic advisor, chairperson, and dean and forwarded to the Registrar's Office.

Student's Signature: _____ Date: _____ 4/09