Diploma Application (Graduation)
SUNY Plattsburgh

Please complete and forward to the Registrar’s Office, 3rd Fl., Kehoe Administration Building
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 name exactly as you wish it to appear on the diploma.

Mail diploma to the following address (diplomas are mailed two months after degree conferral):

Street: _______________________________________________________________________
City: ______________________ State _______ Zip _______ Country________

Hometown (if different from mailing address): ________________________________________________________________________________

Plattsburgh Email: ________________@plattsburgh.edu Date Application Submitted: __________

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
( ) Bachelor of Science/Master of Science in Education

Curriculum Information
Major(s): ___________________________________________________________________
Minor(s): ___________________________________________________________________

1. Which Commencement Ceremony do you plan to attend (note, attendance is not required)?

   May and August graduates attend Spring Commencement_______
   December and January Graduates attend Winter Commencement_______

2. Bachelors and combined Bachelors/Masters students, have you double checked your Degree Works report for missing requirements?

3. What is the date all degree requirements will be completed, your graduation date?

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

It is important you declare the actual semester and year of degree completion. Once the date is declared, you are not eligible to register for future semesters, unless you are non-matriculated or applying to a new degree program. Failure to do so may also result in loss of financial aid.

Master’s and CAS Students
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 Graduation Checklist must be approved by your academic advisor, chairperson, and dean and forwarded to the Registrar’s Office. Student Signature: ___________________________

Graduation is not official until all degree requirements are completed. 02/11/2014