

SUNY Polytechnic Institute Registrar's Office
Graduation Application

100 Seymour Road, Utica, New York 13502

Please complete this form and return it to the Bursar's Office (315-792-7412) with the \$10.00 diploma fee. Clearly print all information requested. Please read the detailed information on the second page of this form concerning graduation.

Student Name: _____ SUNY Poly ID: _____

Undergraduate Program: _____ Degree: BA BS BBA BPS
OR (Circle One)

Graduate Program: _____ Concentration: _____ MBA MS CAS PhD
 (If Applicable) (Circle One)

2nd Major (if applicable): _____ See item #4 on 2nd page of form for explanation

Minor (if applicable): _____

Dual Degree (if applicable): Yes (If you are completing two degrees in the same semester, you must complete two separate graduation applications and pay the diploma fee for each degree, *ie: BS/MS Nurse Practitioner students*)

2nd Degree (if applicable): Yes (Check only if you have previously received a degree from SUNY Polytechnic Institute, including degrees from SUNY Institute of Technology.)

Graduation Semester (Circle One): May August December Year: _____

Graduation/Diploma Information

Graduation Date	Application Filing Date	Approx. Diploma Delivery Date
May	November 1	July
August	April 1	September
December	June 1	February

Clearly print your name exactly as you wish it to appear on your diploma:

First Middle Last

Your diploma will be delivered to the mailing address you provide below:

Check here if this is a new address.

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

For Office Use Only

Receipt Number: _____ Date: _____

SGASTDN _____
SHADEGR _____
SPAIDEN _____
Processed by _____
Date _____

1. This form should be submitted by students anticipating completion of **ALL** program/degree requirements in the term they are applying for.
2. **Bachelor's degree candidates** must have completed a minimum 124/128 credits with a minimum GPA of 2.00. Please review your specific program requirements in the undergraduate catalog.
3. **PhD and Master's degree candidates** must have a minimum GPA of 3.00. Please refer to the graduate catalog for the credit hour requirements for your specific program.
4. Students indicating a 2nd major, dual degree minor, or second degree must have previously applied for the preceding with the Registrar's Office. Please do not indicate any of these options unless the necessary paperwork has already been completed and is on file.
5. If your last course is being taken off campus, an official transcript documenting successful course completion must be evaluated and on file in the Registrar's Office before you will be cleared for graduation. When petitioning to take the course off campus, please note the deadline by which the transcript must be received for you to be considered for graduation. A delay in receiving this transcript or having other unmet academic obligations, such as incomplete grades, may result in your graduation application being inactivated.
6. All outstanding obligations to SUNY Polytechnic Institute (tuition, fees, library books, etc.) must be satisfied before your diploma will be released.
7. All potential graduates must be officially cleared by their department and the Registrar before they can actually be considered graduates. The clearing process involves the verification that all General Education, Program and Major requirements have been met; this typically takes one to two months after the end of the semester to be completed. You will be notified of the results of the clearing process by mail.
8. Your diploma will be mailed several weeks after graduation. If your address changes, please advise the Registrar's Office so that your diploma will be mailed to the correct address.
9. Please notify the Registrar's Office immediately if any changes to your schedule/courses (i.e. dropping a required course) result in a change in your graduation semester.
10. **Please note: SUNY Polytechnic Institute holds one commencement ceremony in May of each academic year.**

Questions? Call the Registrar's Office at (315) 792-7262, or e-mail registrar@sunyit.edu.