



SUNY Institute of Technology

100 Seymour Road • Utica, New York 13502 • (315) 792-7262 • Fax (315) 792-7802

GRADUATION APPLICATION

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

Name: _____ SUNY ID #: _____

E-mail Address: _____

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

OR

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

2nd Major (if applicable) _____
Minor (if applicable) _____ } See item #3 on back of form for explanation

Dual Degree: 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.)

2nd Degree (if applicable): Yes _____ (Check only if you have previously received a degree from this institution.)

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 if New Address

Street _____

City _____ State _____ Zip Code _____

Phone (_____) _____ E-mail _____

FOR THE MAY COMMENCEMENT PROGRAM PLEASE PROVIDE THE FOLLOWING:

Hometown:

City/Village County State

Newspaper _____

Student Signature Date

FOR OFFICE USE ONLY

Receipt Number _____ Date _____

White: Registrar's Office • Yellow: Student • Rev. 9/10

SGASTDN _____
SHADEGR _____
SPAIDEN _____
SPAPREL _____

GRADUATION INFORMATION

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. Master's degree candidates must have a minimum GPA of 3.00. Master's degree candidates should refer to the graduate catalog for the credit hour requirements for their specific program.
3. Students indicating a 2nd major, dual degree minor, or second degree must have previously applied for this with the Registrar's Office. Please do not indicate any of these options unless the necessary paperwork is completed and on file.
4. 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.
5. All outstanding obligations to the Institute of Technology (tuition, fees, library books, etc.) must be satisfied before your diploma will be released.
6. 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.
7. 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.
8. Please notify the Registrar's Office immediately if any changes to your schedule/courses (ex: dropping a required course) result in a change in your graduation semester.
9. **Please Note: SUNYIT holds one commencement ceremony in May of each academic year.**