



Return to: Registrar's Office, Knapp Hall 100/101, Cobleskill, NY 12043 Telephone: 518-255-5522

In order to be considered for graduation, this form **MUST be signed by you, your academic advisor** and returned to the Registrar's office by the due dates below. Submission of this application does not guarantee graduation. Please view your degree evaluation on banner web (instructions on how to run an evaluation can be found at www.cobleskill.edu/academics/registrar/degree-evaluation.asp). **The degree evaluation must indicate that all requirements have been met and must be attached to this form.** Contact your academic advisor if you have any questions about your degree requirements or the evaluation. After the application is received and reviewed you and your advisor will be notified via your Cobleskill e-mail account if you have any outstanding requirements and/or if your information is complete as submitted.

Application to Graduate and Degree Evaluation Due dates:

May Graduation: November 28th

August or December graduation: April 27th

Note: Applications received after the deadlines will be accepted, but there is no guarantee that the names will be included in the program if the deadline has passed. Students who do not file a graduation application will not be reviewed for graduation.

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

Address diploma is to be mailed to:

Street: _____

City: _____ State: _____ Zip Code _____

*Diplomas are mailed two months after degree conferral

Graduation Date

(The date all degree requirements will be completed)

(circle one) MAY AUG DEC Year: _____

Degree (circle one): AA AAS AS AOS BBA BT BS

I have read the graduation completion requirements information _____ (student's initials)

Advisor Signature Date

Student Signature Date

*Conferral of your degree is pending approval of any transfer credit and successful completion of any in-progress courses.



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Important Information Regarding the Graduation Application Requirements and Graduation Procedures

Students should familiarize themselves with the specific requirements for their program and be familiar with the requirements for graduation as outlined in Academic Policies.

After final grades have been processed all students who applied for their degree will be reviewed. After review, any student who has not met all degree requirements will be notified of the deficiency and may reapply for the new term in which they will meet all requirements. **If a student has not met the degree requirements for the semester in which they have applied, a new graduation application must be filled out for the new term in which they will meet the requirements.**

Students are ultimately responsible for ensuring that all degree requirements have been fulfilled. Course requirements for programs are specified in the degree evaluation. A student may complete his/her degree at the end of the Fall, Spring and Summer semesters. SUNY Cobleskill confers degrees in each of these semesters, but has only a Spring commencement ceremony.

All holds must be satisfied before a transcript or diploma will be released.

Transfer credits- Students expecting to have transfer credit count towards graduation should have all transcripts on file and credits posted before graduation.

Graduation Fee (effective 7/6/2011)

The Graduation Fee is a one-time fee billed in the semester the student graduates. The non-refundable \$50 fee covers the cost of degree evaluations, the diploma, diploma cover and ceremony. Students participating in the Commencement ceremony must pay the College Store for the purchase cost of commencement apparel.

Graduation Policy Information

12.10 Participation in Graduation Ceremony

All candidates *who apply and are certified as enrolled in course work to meet all degree requirements* identified for graduation by the registrar may participate in the graduation ceremony. A candidate for May graduation is an associate degree student who *will have completed all course requirements in their area or a Bachelor degree student who will have completed all course requirements. The only exceptions will be for Bachelors degree students missing a summer degree internship or for students in an associate degree program which, by design, requires a summer internship. (Effective Fall 2011 – updated 3/11)*

Students who have met all degree requirements the previous summer or fall semesters prior to May graduation must also apply for graduation and indicate their intention to participate in the May graduation ceremony. Disclaimers will be printed in the graduation program, indicating names listed are of candidates for the degree, subject to certification of having met all degree requirements. Certification of those degree requirements will be completed by June 1. Diplomas will be mailed to all successful graduates who have applied for graduation.

12.11 Students are required to apply for graduation in the semester prior to the anticipated degree completion. Students must apply by the dates established by the Registrar's Office. Students who do not apply will not be allowed to participate in the graduation ceremony (See 12.10). (Effective Fall 2011 – updated 3/11)