

February 1, 2017

TO ALL POTENTIAL MAY 2017 GRADUATION CANDIDATES:

Students must *apply* for their intended graduation date in order for the Registrar's Office to review their eligibility and process their records for degree conferral. **The application deadline for the May 5, 2017 graduation date is Friday, February 10th.**

To apply for graduation, please do the following:

- Complete and submit an **Application for Graduation*** to the Registrar's Office. Include a copy of your current *DegreeWorks* worksheet with your application. The *DegreeWorks* worksheet should display all requirements as *complete* or *in-progress* at the time the application is submitted. Academic requirements that are not marked as met or in-progress must include an explanatory note as to how the requirement will be satisfied by your intended graduation date (outstanding transfer course, etc.). Students are encouraged to work with their advisor for assistance with their *DegreeWorks* worksheet and in determining their appropriate graduation date.
- Submit payment for **\$50 graduation fee** at the time of application submission. Note: Applications submitted after the posted deadline will incur a \$25 late fee and may delay the arrival of diploma and/or may prevent the student's name from being printed in the commencement program.

***Please go to the Graduation section of the Registrar webpage (www.sunymaritime.edu/registrar) for more information including the application forms.**

NOTE: Graduation candidates that borrowed federal loans and/or Perkins loans are required to complete exit counseling. For Stafford loans, the exit counseling can be completed online at www.studentloans.gov.

ALL DEGREE REQUIREMENTS MUST BE SATISFIED PRIOR TO THE GRADUATION DATE IN ORDER TO BE ELIGIBLE TO RECEIVE YOUR DEGREE FOR THAT DATE AND/OR PARTICIPATE IN COMMENCEMENT/ RECOGNITION CEREMONIES. THIS INCLUDES PASSING ALL SEVEN MODULES OF THE USCG LICENSE EXAMS FOR THOSE OF YOU IN A LICENSE DEGREE PROGRAM.

If you have any questions regarding the graduation application process, please contact the Registrar's office at 718-409-7400, option 1 or registrar@sunymaritime.edu.