GRADUATION INFORMATION

Degree Conferral Periods

SUNY Maritime College has four degree conferral dates (graduation dates) per academic year. Below are the months in which they occur. The official conferral dates are posted on the Master College Calendar each year. All degree requirements must be satisfied prior to the official graduation date in order to be eligible to receive the degree for that date.

- July
- September
- January
- May

Application Procedures

All students must submit an application for graduation to the Registrar in order to have their records reviewed for degree conferral. Applications deadlines are posted on the Academic Calendar each year. Below are the necessary application steps.

- Complete and submit an Application for Graduation (available on the Registrar webpage).
- Include a copy of your current *DegreeWorks* audit worksheet. The *DegreeWorks* audit worksheet should display all requirements as complete or in-progress at the time the application is submitted. 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 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. 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.

Students will be notified of their status towards graduation via their Maritime email account after the Registrar has conducted an initial review of the graduation applications submitted for an upcoming graduation date.

Graduation Checkout Procedures

Students are asked to complete a Graduation Survey. The survey will be emailed to the student's Maritime email account sometime after the Registrar has reviewed their graduation application.

All graduation candidates must be in good standing with the departments at the college listed below in order to receive their diploma and/or proof of graduation upon degree conferral.

- Student Accounts: All outstanding balances owed to the college must be resolved.
- Financial Aid: All students 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. Students that received Perkins loans will receive additional instructions via email from the Financial Aid Department.
- Library: All books borrowed from the library must be returned and any overdue fines must be resolved.
- Regiment: All outstanding issues with the Regiment must be resolved (i.e. ED's, class 1 alcohol sanctions, SAP, Alcohol EDU's etc) for those students in the Regiment.
- Housing: Students living on campus must properly check out of housing and return keys.
- International Students: F1 students must have an exit meeting with the International Student Coordinator.

Commencement

A commencement ceremony is held in the Spring to recognize all students that graduated during the academic year. Students may only attend one commencement ceremony per degree earned. All degree requirements must be satisfied prior to the graduation date to be eligible to participate in commencement. This includes passing all seven modules of the USCG license exams for those students in a license degree program.

Diplomas

Once available, diplomas may be picked up from the Registrar's Office or they can be mailed home on or after the degree conferral date.

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