

SUNY BROOME



INTENT TO GRADUATE FORM

Print name as it should appear on your diploma _____

Address to mail diploma _____

Email Address _____ Phone # (____) _____

SUNY Broome ID# _____ Major _____

Check the semester in which you intend to graduate –
this is the semester in which your *last required course(s)* will be completed.

(For example: If you are planning to attend Commencement in May, but are completing last course over the summer, please check Summer!)

Fall (December) – Return to the Registrar's Office by **October 15**

Spring (May) – Return to the Registrar's Office by **March 15**

Summer (August) – Return to the Registrar's Office by **March 15**

Year of Graduation _____

(Please note: You **must** complete this form to **receive your diploma**, regardless of whether or not you plan to attend the ceremony.)

Signature _____ Date _____

Please Note:

If your form is not received by March 15th, **your name will not appear in the commencement brochure**. Participation in the graduation ceremony in May does not confirm your graduation from SUNY Broome. Graduation certification is completed after final grades are processed and completion of degree requirements have been verified by the Department and certified by the Registrar's Office. This process could take 6 – 8 weeks after the end of the semester. You will receive your diploma cover during the graduation ceremony and your diploma will be mailed to you after the degree certification process is complete.

If you do not meet degree requirements for the semester in which you have applied to graduate, then you must fill out another Intent to Graduate Form. Your graduation term is the term you applied to graduate: the final semester in which you are taking courses toward your degree. SUNY Broome's graduation ceremony is held in May for the previous fall, and current spring and summer candidates. Please note the following Degree and General requirements:

1. **Filing of a final high school transcript that stipulates graduation or proof of a GED;**
2. **Successful completion of all courses required for the degree;**
3. **A minimum of a 2.0 cumulative and program Grade Point Average;**
4. **Satisfaction of all obligations to the College;**
5. **Filing of an Intent to Graduate Form in the final semester;**
6. **Confirmation by the academic department that all degree requirements have been met;**
7. **Earning twelve credits at the College (*twelve credits is the College's residency requirement*).**

Registrar's Office
SUNY Broome Community College
PO Box 1017
Binghamton, NY 13902

Website: www.sunybroome.edu
Fax: 607-778-5294
Telephone: 607-778-5027

Registrar's Office
Use Only

Please sign and return this form to the Registrar's Office, Student Service Building, Room 105.