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 you are applying to graduate – which is when your last required course(s) will be completed. Students **must** submit this form for the **semester in which the degree will be completed**.
(For example: If planning to attend the commencement in May, but are completing last course(s) over the summer, please check summer!)

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

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

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

Year of Graduation Ceremony _____ *(Graduation is held once per year, in May)*

Do you plan to participate in the Commencement Ceremony?   Yes   No   Undecided

*(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 commencement ceremony and your diploma will be mailed to you at the address on your Intent to Graduate form 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 apply 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's graduates, and the 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 department that all degree requirements have been met;**
7. **Earning a minimum of twelve credits at the College *(twelve credits is the College's residency requirement)*.**

SUNY Broome Community College
Attn: Registrar's Office, MS 44
PO Box 1017
Binghamton, NY 13902-1017

Website: www.sunybroome.edu
Email: registrar1@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 Services Building, Room 105.

Revised 01/2020 *sp*