**Herkimer College**
Registrar Office •100 Reservoir Road Herkimer, NY 13350
Campus Center CC 225. (315) 866-0300 ext 8580

# GRADUATION APPLICATION

**Please complete this form and return it to the Bursar's Office (866-0300 ext 8315) with payment of $80.00 for the $40.00 graduation fee and $40.00 Alumni Fee.** Clearly print all information requested! **Please read the detailed information on the back of this form concerning graduation.**

Name: _____ HCCC ID #: _____

E-mail Address: _____

Undergraduate Program: _____ Degree: AAS  AS  AA  CERT
*(Circle One)*

2nd Degree (if applicable): Yes _____  (Check only if you have previously received a degree from HCCC.)

Graduation Semester *(Circle One)*:      May      August   December   January        Year:_____

## GRADUATION / DIPLOMA INFORMATION

| Graduation Date | Application Filing Date(Previous) | Approx. Diploma Delivery Date (End) |
|---|---|---|
| May | November 1 | June |
| August | April 1 | September |
| December | June 1 | February |
| January | November 1 | March |

*Clearly print your name exactly as you wish it to appear on your diploma*

_____
First                                    Middle                                    Last                                    Suffix

*Your diploma will be delivered to the mailing address you provide below:*

☐ *Check if New Address*

| Street Address | | |
|---|---|---|
| City | State | Zip Code |
| Phone (    ) _____- _____ | Email Address | |

*Please provide payment info below.  Do not complete credit card info if paying in person.*
**NOTE:** Mailed in requests process faster if you pay by check or money order. Faxed requests require credit card payment.

**[   ] Check or Money Order** payable to HCCC
**[   ] Credit / Debit Card payment** (Amex, Discover, MasterCard, VISA)

CC#  _ _ _ _  _ _ _ _  _ _ _ _  _ _ _ _

Exp Date (Month / Year): _____

Security Code (on back of card) _ _ _ _

Name of cardholder (if not student) _____

| FOR OFFICE USE ONLY | SGASTDN _____ |
|---|---|
| Rec # _____ | SHADEGR _____ |
|  | SPAIDEN _____ |
| Date _____ | SHADIPL _____ |

# GRADUATION INFORMATION

1.  This form should be submitted by students anticipating completion of **ALL** program/degree requirements in the term prior to the term for which they are applying.

2.  All candidates must have an overall minimum GPA of 2.00 at the time of degree completion. Please review your specific program requirements in the undergraduate catalog and your Degree Works audit worksheet.

3.  If your last course is being taken off campus, an official transcript documenting successful course completion must be evaluated and on file in the Registrar's Office before you will be cleared for graduation. When petitioning to take the course off campus, please note the deadline by which the transcript must be received for you to be considered for graduation. A delay in receiving this transcript or having other unmet academic obligations, such as incomplete grades, may result in your graduation application being inactivated.

4.  All outstanding obligations to the HCCC (tuition, fees, library books, etc.) must be satisfied before your diploma will be released.

5.  All potential graduates must be officially cleared by the Registrar before they can actually be considered graduates. The clearing process involves the verification that all General Education, Program and Major requirements have been met; this typically takes one month after the end of the semester to be completed. You will be notified of the results of the clearing process by mail, if you fail to fulfill degree requirements a deficiency notification will be sent, otherwise your diploma will be mailed (assuming you have no outstanding obligations to the college).

6.  Your diploma will be after graduation clearance has been completed for all probable graduates (see application for approximate time frame). If your address changes, please advise the Registrar's Office so that your diploma will be mailed to the correct address.

7.  Please notify the Registrar's Office immediately if any changes to your schedule/courses (ex: dropping a required course) results in a change in your graduation semester.

8.  **Please note: Herkimer College holds one commencement ceremony in May of each academic year. Graduates of the prior Summer, Fall and Winter terms are invited to the May Commencement**

*Questions? Call the Registrar's Office at (**315) 866-0300 ext. 8580**, or e-mail  at* ***registrar@herkimer.edu****.*