



Herkimer College
 Registrar Office • 100 Reservoir Road Herkimer, NY 13350
 Campus Center CC 225 Phone (315) 866-0300 ext 8580
 Fax (315) 866-1657 Email registrar@herkimer.edu

GRADUATION APPLICATION

Please print and read the detailed information on the back of this form concerning graduation.

Name: _____ College ID #: H _____

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: _____

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	

If you plan on graduating in:

Month	Application Filing Date	Anticipated Diploma Delivery
May	December	End of June
August	April	End of September
December	June	End of February
January	November	End of March

FOR OFFICE USE ONLY Received _____ Term _____ GPA _____	SGASTDN _____ SHADEGR _____ SPAIDEN _____ 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 completion of academic program. 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 financial outstanding obligations to Herkimer College (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 mailed after the 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 of any changes to your schedule/courses (ex: dropping a required course) has been made as this may result 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 registrar@herkimer.edu.