



Suffolk County Community College Graduation Information and Instructions

In order to graduate from Suffolk County Community College, you must complete all requirements for graduation as noted in the [College Catalog](#).

How to Apply for Graduation:

1. To apply online, log in to sunysuffolk.edu/login. Access the **Student Dashboard**, then select **Student Profile**. Next, select **Apply for Graduation**. You may also submit your completed application to a campus Registrar's Office.
2. Be sure that you have submitted your final high school transcript showing date of graduation.
3. Carefully review the [College Catalog](#) for general graduation requirements as well as specific requirements for your curriculum.
4. Meet with your faculty advisor or counselor to review your Degree Works degree audit. You can access your audit by logging in to sunysuffolk.edu/login. Access the **Student Dashboard**, then select **Student Profile**. Next, select **Degree Works**.
5. If you are transferring credits previously taken at another institution to satisfy graduation requirements, you must make sure that the **Transfer Credit Evaluation Department** receives your **official** transcript directly from your prior institution. If you have any questions regarding your transfer evaluation, please call (631) 451-4414 or email transfercredits@sunysuffolk.edu.
6. Be sure that any **course substitutions, waivers, grade changes**, or other documents needed for graduation are approved and on file in the Central Records Office. Ensure that you have no outstanding obligations to the College.

Graduation Deadlines:

The College has established the following deadlines for submitting your application and documenting that all graduation requirements are complete.

| Graduation Date on Diploma | Deadline for Filing Application for Graduation | Deadline for Documenting Completion of all Graduation Requirements |
|----------------------------|--|--|
| January | December 1 | the following March 1 |
| June | April 1 | the following August 1 |
| August | July 1 | the following November 1 |

For example, in order to have a January graduation date on your diploma, you must submit your application by December 1. In addition, you would have until the following March 1 to document that all graduation requirements have been completed, including resolving all questions and submitting all required documentation, such as removing an incomplete grade, securing approval for any course substitutions or waivers, documenting transfer credits, etc. **Please note that if you fail to document that you have completed all requirements by the deadline, the date of graduation on your diploma will be for a subsequent term.**

Graduation Program/Ceremony

Suffolk County Community College holds one graduation ceremony at the end of the spring term for students who graduate in January, June, or August. **To ensure that your name appears in the program distributed at the Commencement ceremony, you must submit your Application for Graduation by the April 1 deadline.**

If you have any questions concerning your graduation application, please contact the Central Records Office at (631) 451-4011.

Congratulations on your upcoming graduation!