

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 and you must submit your completed Application for Graduation to the campus Registrar's Office. (No fee is required.)

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. **In order to ensure that your name appears in the program distributed at the commencement ceremony, you must submit your Application for Graduation by the April 1st deadline.**

GRADUATION DEADLINES

The College has established the following deadlines for submitting your application and documenting that all graduation requirements have been completed.

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

For example, in order to have a January graduation date on your diploma, you must submit your application by December 1st. In addition, you would have until the following March 1st 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.

INSTRUCTIONS FOR GRADUATION APPLICATION:

1. Be sure that you have submitted your final high school transcript showing date of graduation.
2. Carefully review the College Catalog for general graduation requirements as well as specific requirements for your curriculum. This can be viewed online at www.sunysuffolk.edu/About/Catalog.asp.
3. Meet with your faculty advisor or counselor to review your Student Advisement Information Notice (SAIN). You may view your SAIN at mysccc.sunysuffolk.edu. Log into this secure site with your username and password.
4. If you are transferring credits previously taken at another institution to partially satisfy graduation requirements, you must make sure that an **official** transcript has been sent to the Central Admissions Office and an **official transfer evaluation** has been completed. If you have any questions regarding your transfer evaluation, please call (631) 451-4035 or email transfers@sunysuffolk.edu.
5. Be sure that any **course substitutions, waivers, grade changes** or other documents needed for graduation have been properly approved and are on file in the Central Records Office and that you have no outstanding obligations to the College.

After you have completed the Application for Graduation, the College will review the information on your application and inform you of your status for graduation.

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

Congratulations on your upcoming graduation!

SUFFOLK COUNTY COMMUNITY COLLEGE

Application for Graduation

Today's Date: □□/□□/□□

Student ID #: _____

Graduation Date

Home Campus

Program Name & Degree Type

January 20 ____

Ammerman Campus at Selden _____

Degree Type (check one): A.A.S., A.A., A.S., Certificate

May/June 20 ____

Eastern Campus at Riverhead _____

Degree Type (check one): A.A.S., A.A., A.S., Certificate

August 20 ____

Michael J. Grant Campus at Brentwood _____

Degree Type (check one): A.A.S., A.A., A.S., Certificate

Please print your name clearly and exactly as you want it to appear on your diploma:

First Name

Middle Name

Last Name

Address where you want your diploma sent: _____

City _____ State _____ Zip _____

Telephone Day: □□□-□□□-□□□□

Evening: □□□-□□□-□□□□

Cell Phone: □□□-□□□-□□□□

Personal Email: _____

Any course substitutions or academic waivers? _____
(Yes/No)

If yes, please specify: _____

Please provide all requested information and submit your application to the address below.

If you have any questions regarding graduation procedures, please write to the Central Records Office at the address below or call the office at (631) 451-4011.

Suffolk County Community College
Central Records Office
533 College Road
Annex-110
Selden, NY 11784

(Revised: 3/13/14)

For Central Records Office Use Only:	
Graduation Date	
Program	
Honors	
Date Posted	