

# Graduation Application



RECORDS AND REGISTRATION

Newburgh Campus 1 Washington Center, Newburgh, NY 12550  
Middletown Campus 115 South Street, Middletown, NY 10940  
(845) 341-4140 • registrar@sunyorange.edu

**FOR OFFICE USE ONLY:**

EMAIL: \_\_\_\_\_  
SHADEGR: \_\_\_\_\_  
SHADIPL: \_\_\_\_\_

Please complete this form and return it to Student Services Central with the non-refundable **\$55.00** graduation fee. If not approved for graduation, the graduation fee will carry over to the next application.

Name: \_\_\_\_\_ Student ID: A \_\_\_\_\_  
Last First

Term/Year you expect to complete requirements for Graduation: May August December Year: \_\_\_\_\_

Degree Program: \_\_\_\_\_

**Dual Degree?**

(If Yes and you are completing two degrees in the **same semester** you must complete two separate graduation applications and pay the application fee for **each** degree.)

**Second Degree** (if applicable):

(Circle YES **ONLY** if you have **previously** received a degree from SUNY Orange)

**Do you plan to transfer additional credits from another college that has not already been received by SUNY Orange to complete your degree?**

If yes, from which college(s) : \_\_\_\_\_

\*Please note you must file a "Permission to Attend Another Institution" form with the Registrar's Office to be approved for transfer credit.

**DIPLOMA INFORMATION**

**CLEARLY PRINT YOUR NAME EXACTLY AS YOU WISH FOR IT TO APPEAR ON YOUR DIPLOMA**

First Name Middle Name or Initial (optional) Last Name

**YOUR DIPLOMA WILL BE DELIVERED TO THE MAILING ADDRESS YOU PROVIDE BELOW:**

(To ensure you receive your diploma/certificate you must notify the Registrar's Office of any changes to your mailing address after you submit your application [registrar@sunyorange.edu](mailto:registrar@sunyorange.edu))

Check if New Address

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_@sunyorange.edu

**I understand that:**

- I am fully responsible for being familiar with and meeting the graduation requirements of my program and that final certification requires a graduation audit completed by the Office of the Registrar
- That if I do not meet the requirements for graduation by the semester indicated that I must re-apply for graduation
- That an official transcript including any credit from another institution to be used for graduation purposes must be submitted to the Registrar's Office at least 7 days prior to my graduation date
- That an overall 2.0 grade point average is required for all degrees and for an A.A.S. degree a 2.0 in major courses (either cumulative or in each course) is required in addition to the overall 2.0 grade point average
- I must settle all financial obligations to SUNY Orange and clear any student record holds before a diploma or certificate can be received

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

PAID \_\_\_\_\_ DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_