

Graduation Application Information

A Graduation Application should be submitted by students anticipating completion of **ALL** program/degree requirements.

Step 1: Complete Part I of the Graduation Application – DIPLOMA INFORMATION. Print clearly and provide address for mailing the diploma.

Step 2: Contact your Academic Coach or the ACT Center at act@sunydutchess.edu to complete Part II of the Graduation Application. All Nursing Graduation Applications must be approved by the Nursing Department.

Step 3: Once completed your Academic Coach or Nursing Advisor will forward your Graduation Application and Degree Works Audit to the Registrar's Office at registrar@sunydutchess.edu.

**OFFICE OF THE REGISTRAR
DUTCHESS COMMUNITY
COLLEGE POUGHKEEPSIE, NY
12601**

DIRECTIONS FOR PROSPECTIVE DCC GRADUATES

A. All graduation applicants must:

- Meet all degree/program requirements and have an overall cumulative 2.0 GPA.
- Complete the attached graduation application according to the directions outlined on the form. The completed graduation application is used to verify the ordering of your diploma, as well as to certify graduation.
- Include a mailing address where the diploma will be sent. In case of address change, the Registrar's Office should immediately be notified by sending an email to registrar@sunydutchess.edu from your myDCC email account.
- Meet with an Academic Coach to have Graduation Application approved. Contact the ACT Center to set up an appointment with an Academic Coach at act@sunydutchess.edu

B. The **deadlines** for filing graduation applications are as listed below. It is extremely important for these deadlines to be followed to ensure the timely availability of your diploma.

For	File by
January 15, 2021	December 4, 2020
May 13, 2021	April 9, 2021
August 15, 2021	July 9, 2021

C. Diplomas will be mailed as follows:

January: Diplomas will be mailed to the address on the application at the end of February

May: Diplomas will be mailed to the address on the application at the end of June

August: Diplomas will be mailed to the address on the application at the end of September

For more information on Graduation go to: www.sunydutchess.edu/graduation

ATTENTION ALL STAFFORD STUDENT LOAN RECIPIENTS!!!!!!

If you have borrowed monies from the Stafford Student Loan Program during any semester at Dutchess Community College, you are required by federal law to complete an Exit Interview *before* graduation.

This process can be completed online by accessing the following website:

www.studentaid.gov

(Go to 'Manage Loan', which is on the right hand side of the white banner at the top of the page and once the drop down appears, click 'complete exit counseling'. Then sign in using your FSA ID and password.)

Your exit interview information will be sent directly to the Student Financial Services Office.

If you have any questions regarding this procedure, please contact the Student Financial Services Office at 845-431-8060.

DUTCHESS

COMMUNITY COLLEGE

53 Pendell Road • Poughkeepsie • NY 12601

Graduation Application

For Office Use Only

Curriculum Check: _____

SHADEGR: _____

Order Number: _____

DIRECTIONS:

1. All applicants for graduation are to complete PART I of this application.
2. Applicants must meet with an Academic Coach to complete PART II, contact an Academic Coach at act@sunydutchess.edu
3. This form will be used to determine eligibility for a degree or certificate to be awarded officially on your transcript.

PART I: DIPLOMA INFORMATION – To be completed by student

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 to registrar@sunydutchess.edu

Address: _____ City: _____ State: _____ ZIP Code: _____

Home Telephone: _____ Cell Phone: _____ Student ID Number: _____

In applying, I understand it is my responsibility to meet all academic, financial and other obligations outlined in the college catalog from when I first matriculated and am responsible for the graduation fee.

Signature: _____ Date: _____

PART II: To be completed by an Academic Coach

Curriculum: _____ Degree: (Choose your degree) A.A. A.A.S. A.S. CERT.

Anticipated Semester of Graduation: Jan 20 _____ May 20 _____ Aug 20 _____

Course in progress/semester

_____	_____
_____	_____
_____	_____
_____	_____

Course to be completed/semester

_____	_____
_____	_____
_____	_____
_____	_____

Conditions: _____

Current GPA: _____ Degree Works Audit Percentage: _____ QSR met: Yes No

Academic Coach Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Payment Received

Diploma Mailed _____

Diploma Picked Up _____

Office Staff Initial _____