Introduction

This guide is designed to help you guide students through the process of applying for their degree and describes what steps need to be taken to help students to finish.

Degree Conferral Process

student completes the degree conferral application ⬇

degree checklist is generated based on application ⬇

checklist is provided electronically to departments ⬇

departments distribute to advisors ⬇

advisor reviews with student in final term ⬇

advisor signs form and provides completion information ⬇

associate dean certifies the form ⬇

SRRS confers after final confirmation/completion ✔

Requirements

Students with less than 90 earned credit hours will not have the ability to apply for degree conferral. Undergraduate students with less than 90 credits who attempt to apply will receive an on screen message that s/he is not eligible. The student will need to wait until they have **earned 90 credit hours**.

Graduate students can apply for degree conferral at any time; there are no minimum credit hours. However, discretion should be used when applying to avoid applying too early.

Frequently Asked Questions

Have a question? Check out our FAQ website at https://www2.cortland.edu/offices/srrs/faq.

Important Dates and Deadlines

Graduation Term	Application Deadline
Fall 2023	December 1
Winter 2024	January 1
Spring 2024	May 1
Summer 2024	August 1

Any student who wishes to have their name appear in the commencement program must apply by march 1st regardless of their conferral term.

Quick Tips!

❗ Be on the lookout for inconsistencies in the audit such as INC or LGs.

❗ Be sure all course exception/substitution forms have been submitted (and applied to the audit!)

❗ Students should submit degree conferral apps 1-2 semesters prior to expected completion.

Did you know?

Students can participate in the 2024 commencement ceremony if their degree requirements will be complete within the academic year: Fall 2023, Winter 2024, Spring 2024, Summer 2024.

2019- 2020 Official Dates of Degree Conferral

Term	Conferral Date	Diploma Distribution
Fall 2023	December 16, 2023	mid- late Feb 2024
Winter 2024	January 20, 2023	mid-late Mar 2024
Spring 2024	May 11, 2024	mid-late Aug 2024
Summer 2024	August 17, 2024	mid-late Oct 2024

Vocabulary

Commencement

> Commencement is the ceremony that celebrates the completion of a degree.

Degree Conferral

> Degree conferral is the formal, official process of granting the degree.

Graduation

> Graduation is a general, blanket term which describes the range of culminating events leading to a student's successful completion of an undergraduate or graduate program

Graduation, Degree Conferral, and Commencement are NOT interchangeable terms.

Teacher Certification Candidates

Each student pursuing teacher certification must complete the TEACH authorization form (submitted online), so we may provide required data to the New York State Education Department (NYSED).

After the student's degree has been conferred in our registered program, the Registrar's office will recommend the student to the New York State Education Department for the teaching certificate.

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Degree Conferral Coordinator

Lisa Kennedy
607-753-5469
lisa.kennedy@cortland.edu

Student inquiries should be directed to registrar@cortland.edu or ext 4702

Campus Events Office

Graduate Ceremony	Friday May 10 7pm
Undergraduate Ceremony	Saturday May 11 7pm

The Campus Events Office coordinates the commencement ceremony. Consider volunteering at one of the commencement ceremonies to help your student celebrate!

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