



## **2025 Degree Candidates**

If you are graduating in 2025, the attached Candidate For Degree Form (CFD) must be emailed to the Registrar's Office **NO LATER THAN:**

**November 15, 2024: January 2025 graduates**

**January 24, 2025: May/August 2025 graduates**

**Type your name on the fillable CFD form EXACTLY** as you wish it to appear on your diploma. Your name on your diploma must match the **legal first and last name** on file with the University. You may add your middle name if desired.

- Complete the CFD and forward it to your Advisor for approval and your Degree Evaluation. Once your Advisor approves your CFD, forward the approval email, along with your Degree Evaluation, to [degreeforms@duny.edu](mailto:degreeforms@duny.edu)
- **No CFD will be accepted WITHOUT BOTH Advisor approval and your Degree Evaluation, which is received from your Advisor.**
- If you have a minor you must also submit the completion of Minor Form.
- A \$300.00 graduation fee will be charged to your account. *The fee must be paid by all graduating students whether or not you will be attending the commencement ceremony.*
- There is **ONE Commencement Ceremony each year in May.** Participation is open to students who have completed or will complete degree requirements during the current academic year (January, May or August). **You will receive information concerning the ceremony from the Office of Student Development. If there are any questions about Commencement, please contact [student.development@duny.edu](mailto:student.development@duny.edu)**
- Students who are within six credits or two courses of degree completion and who can fulfill the requirements prior to the beginning of the next academic year may participate in the commencement exercises.

**\*\*Participation in the Commencement Ceremony does not constitute graduation.\*\***

If there are any questions regarding the CFD, contact Kristin Pagels, Assistant Registrar, at [degreeforms@duny.edu](mailto:degreeforms@duny.edu) or call (845) 848-7812

\*If you are **not** expected to graduate this year, please contact the Registrar's Office to notify us.

The Diploma Mailer Form can be found on the Registrars page of the DUNY Portal beginning April 14, 2025. Email the form to [Registraroffice@duny.edu](mailto:Registraroffice@duny.edu)