

Everything You Need to Know About Graduation: 2024-2025

Graduation Date

The date of your graduation is at the end of the semester in which you complete your final coursework for the term. It is important to remember that our online programs run on the quarter-term calendar, which doesn't align exactly with the University's semester calendar, on which degrees are certified.

Final Quarter-Term

October (Fall)
January (Winter)
April (Spring)
July (Summer)

Graduation Date

December (Fall)
May (Spring)
June, July or August (Summer)
December (Fall)

Remember, ***your graduation date depends on when you complete your coursework***; not the final term in which you registered. The final submission deadlines for each graduation dates are posted online here: <https://graduateschool.syr.edu/current-students/graduation/graduation-deadlines/>

Graduation Ceremony

The University conducts only one graduation ceremony each year during Commencement weekend; this typically takes place the second weekend in May, but students should check the most recent version of the academic calendar to confirm. Commencement weekend 2025 is currently scheduled for Saturday, May 10 and Sunday, May 11, 2025. The Maxwell School of Citizenship and Public Affairs conducts its' annual Graduate Convocation the Friday prior to the University Commencement.

Maxwell's Graduate Convocation is currently scheduled for **Friday, May 9, 2025 at 9am** and usually lasts 1-2 hours, followed by a reception. This is a very nice event held in Hendricks Chapel where graduates' names are read and they process across the stage with the support of the Dean and other faculty. Family and friends are welcome, tickets are not needed. Regalia is encouraged, but not required (you can buy this through the [Bookstore](#)). Graduates

would need to arrive by 8am to line up. We hope to arrange a dinner event the night before, so those traveling from out of town should aim to arrive on Thursday.

Some graduates also choose to participate in the University Commencement ceremony, which is typically held Sunday morning of Commencement weekend in the Dome. This is a large event that typically requires tickets. There is no individual recognition at this ceremony. All students participating in the University Commencement must wear the official regalia of cap, gown and hood. More details can be found online here: commencement.syr.edu Please note that students earning the Executive MPA degree should secure a "student master cap/gown/tassel" along with a "student master hood - SU" In the color "MPA-Peacock Blue".

Students whose graduation date is the December immediately before the May ceremony, May, or June/July/August immediately after the May ceremony are eligible to participate. To do so, students need to file their Diploma Request through MySlice.

Students **do not** receive their diploma at the graduation ceremonies.

Graduation Paperwork

In order for your degree to be certified and issued, students must apply by filing their Diploma Request (FDR).

Diploma Request

Students need to file a Diploma Request (FDR), to let the University know that you are intending to graduate. Students will find a "File Diploma Request" link in the Student Services section of MySlice:

1. Log into MySlice (<https://myslice.syr.edu>)
2. Go to "Student Services"
3. Go to "Academics"
4. Select "File Diploma Request"
5. Specify the term (use "Graduation Date" term rather than "final quarter-term")
6. Provide diploma mailing address

You'll need to confirm or adjust your name to be printed on the diploma (for some name changes, additional documentation will be required). Should circumstances change, students can use this link to adjust the term of completion. Changes to the diploma mailing address will be made through "View/Update Address".

Review Your Degree Audit

The University uses DegreeWorks, a digital advising tool, to confirm that you have completed all program requirements for your degree. You will want to confirm that your records on DegreeWorks are accurate and review your degree audit before we work to certify your degree. To review your degree audit, you'll want to do the following:

1. Log into MySlice (<https://myslice.syr.edu>)
2. Go to "Advising"
3. Go to "Degree Works"
4. Your degree audit is listed in DegreeWorks as a Worksheet titled "Student View."

The worksheet provides general information about completed requirements, incomplete requirements, in-progress, and preregistered courses which are grouped into sections or blocks. If your audit is incorrect or incomplete, please reach out to your academic advisor, Nell Bartkowiak (nsbartko@syr.edu), who can review this and work to resolve any issues. Please note that the final grades for classes taken in the current term may not be posted in DegreeWorks until the time of certification.

Certifying Your Degree

Once the grades from your final term are in, the graduate office will review your records on DegreeWorks, confirming that you have met all of the course and program requirements for your degree, that your final GPA is above a 3.0, any appropriate petitions have been approved, and that we have an official copy of your undergraduate transcript which states your Bachelor's degree was awarded.

Once we sign off on your records, the Registrar will then review and officially award your degree. Due to the volume of students, this whole process can take up to 4-6 weeks after grades are received. In the meantime, your academic advisor can provide you with a letter stating that you've met all requirements to earn the degree. Once the Registrar's Office certifies your degree, you will then be able to request an official copy of your transcript that will state your degree has been awarded. The process to request your transcript can be found online here: <https://registrar.syr.edu/students/transcripts/>.

Also at that time, your diploma will be ordered with the name you specified when you filed your Diploma Request and sent to the address you listed on your Diploma Request. Your diploma is ordered through a third-party vendor that SU uses once the degree has been certified, and it typically takes between 3-5 weeks for the diploma to be printed and mailed to you following certification. More information on your diploma (or the option to order an

eDiploma) can be found online here:

<https://registrar.syr.edu/students/diplomas/#DiplomasCertificates>

Please reach out to your advisor with any additional questions/concerns. Congratulations on your Impending graduation!