



## Steps for Students Who Wish to Graduate and Have Left Buffalo State College

There are instances when a student who previously attended Buffalo State wishes to have their degree conferred. The timing and level of degree completion will dictate the actions that need to be taken by you and well as by the College. If you are uncertain as to whether you are active or inactive or the level to which your degree requirements have been completed, you should see your academic advisor.

### You have been gone for less than 2 years and have completed all degree requirements

1. Your student record is still active, and you will have your record audited using the catalog year that you entered Buffalo State.
2. You must contact the Registrar's Office for a *Late Graduation Application for Undergraduate Degree* to request to have your degree conferred in an earlier term (such as the term that you completed all your coursework).
3. Or you can complete the Online Degree Application by the appropriate [deadline](#) for the next graduation term.

### You have been gone for less than 2 years and have not completed all degree requirements

1. You are still active and can register for the classes that will allow you to graduate.
2. You should speak with an academic advisor and review Degree Works to be sure you know the degree requirements that still need to be completed.
3. You can complete the Online Degree Application by the appropriate [deadline](#) when the last of your remaining courses are "in progress".

### You have been gone for more than 2 years

1. You would need to work with your academic advisor in your department to confirm whether:
  - a. You have completed all necessary requirements for your major and the general education curriculum with coursework you have taken previously.

**OR**

  - b. You need to complete the requirements for your major and the general education curriculum by taking additional coursework.
2. If (a.) above, then:
  - a. You can contact the Registrar's Office for a *Late Graduation Application for Undergraduate Degree* to request to have your degree conferred in an earlier term (such as the term you last completed all coursework)

**OR**



- b. You can complete the Online Degree Application by the appropriate [deadline](#) for the next graduation term.
3. If (b.) above, then:
- a. You would need to apply to be [readmitted](#) to Buffalo State and should contact the Admissions Office.
  - b. Be sure that any college credit you may have earned while away is sent to Buffalo State (if applicable).
  - c. Work with an academic advisor to understand what courses you need to take and then enroll in those courses.
  - d. You may wish to [appeal](#) to graduate under a previous General Education curriculum if the following apply:
    - i. You were enrolled during the time the Gen Ed you are requesting was in effect.
    - ii. You have been readmitted with 102 or more credit hours.
    - iii. You have the support of your major department.
  - e. You would then complete the Online Degree Application by the appropriate [deadline](#).

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