



How to Determine if You're Graduating this Semester

You'll need access to the internet and your SUNY Sullivan "User ID" and "Pin Number"

1. Print "All My Grades" from the Interactive Web Module

- Open the SUNY Sullivan Home Page at www.sunysullivan.edu
- Scroll down to bottom of web page
- Click on "Web Module" (Located above the "SUNY NY-ALERT" and "ANGEL" links)
- Open the Interactive Web Module with your "UserID" and "Pin Number" and click the log-in button
- Once the Module is open, click on "My Grades" and "All Terms"
- Print a hard copy of "All My Grades"
- Log out of the Interactive Web Module and return to the SUNY Sullivan Home Page

2. Print the Track Sheet for Your Major

- Start at the SUNY Sullivan Home Page
- Click on the "Academics" link
- Click on the "Programs & Majors" link and locate your degree program major
- Click on your specific degree program. (It's printed at the top of "All My Grades".)
- To Print click the "Printable Track Sheet" link (Track Sheet opens in a new window.)
- Print the Track Sheet

3. Use "All My Grades" to Complete the Track Sheet

- Fill in the Track Sheet with grade for courses you've passed (Grade of D- or better)
- Write "IP" (In Progress) in the left margin for courses you're taking this semester.

See your advisor with your completed track sheet during the first 3 weeks of the semester!

Application for Degree and Graduation

- Meet with academic advisor to review completed track sheet and transcript.** Determine if all the degree requirements will be met with the successful completion of the current semester. All required substitutions must be completed and appear on transcript. The [SUNY Sullivan official track sheet](#) must also include grades (semester taken is optional), as well as being neat and legible. If all degree requirements will be met at the end of the semester, proceed to Step B.
- Advisor writes on track sheet, in upper right-hand corner, "*Approved to graduate*" followed by *signature & date*.** Keep a copy of the track sheet for your files.
- Student delivers the signed track sheet to Registration Services** for the initial graduation audit which takes approximately 5-10 business days. The final audit is completed at the end of the semester after grades are processed.
- Registrar posts a list of "Cleared Potential Graduates"** (passed the initial audit) on the bulletin board next to the registration window. Once the names are posted, the Faculty Student Association (FSA) office receives paperwork to accept student's \$25 graduation fee for the commencement ceremony and diploma.
- Student pays graduation fee at Faculty Student Association (FSA) in J-019**
Open Tuesday - Friday 10 AM – 1 PM Cash, check, or money order made payable to "FSA". No credit cards.