



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 as 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 Graduate School to request to have your degree conferred in an earlier term (such as the term that you completed all your coursework). You will be instructed to complete a Graduation Application for the term agreed upon.
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 program major and that the coursework you have taken previously can still be used.

OR

 - b. You need to complete the requirements for your program by taking additional coursework.
2. If (a.) above, then:
 - a. You can contact the Graduate School to request to have your degree conferred in an earlier term (such as the term that you completed all your coursework). You will be instructed to complete a Graduation Application for the term agreed upon.

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 your program and should contact the Graduate School.
 - b. Work with an academic advisor to understand what courses you need to take and then enroll in those courses.
 - c. You would then complete the [Online Degree Application](#) by the appropriate [deadline](#).

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