

**State University of New York at Canton**

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| **Application for Emeritus Status and Privileges**In accordance with SUNY Canton’s *Policy and Procedure Manual*, faculty, professional employees, and management confidential who retire in good standing are eligible for Emeritus status. At the time of completing other paperwork related to retirement, the employee should complete this application so that their Emeritus status is recognized by SUNY Canton.  |
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| Full Name: | [Type FIRST and LAST name here] |
| Department: | [Type DEPARTMENT here] |
| Title: | [Type CURRENT TITLE here] |
| Retirement Date: | [Type LAST DATE OF EMPLOYMENT here] |
| **CONTACT INFORMATION**

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| Home address: | [Type ADDRESS after retirement here] |
| Home phone: | [Type PHONE NUMBER after retirement here] |
| Personal email: | [Type PERSONAL EMAIL ADDRESS (not *canton.edu*) here] |
| Winter address: | [Type WINTER ADDRESS after retirement, if applicable] |
| Winter phone: | [Type WINTER PHONE NUMBER after retirement, if applicable] |
| Cell phone: | [Type PHONE NUMBER after retirement here] |
| D.O.B. | [Type D.O.B. here (optional)] |
| Spouse/Partner name: | [Type PARTNER/SPOUSE NAME here] |

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| **PERMISSIONS**My contact information may be shared with former colleagues who request it. Yes ☐ No ☐ My contact information may be shared with former students who request it. Yes ☐ No ☐ **REQUESTS**I wish to be contacted for campus events. Yes [ ]  No [ ]  If yes, I wish to be contacted by Email [ ]  Mail [ ]  **PRIVILEGES**Access to the following privileges is automatically granted with Emeritus status:* Campus Network Access (including printing quota)
* Email
* Emeritus ID Card (Obtain from the College Association Student Support Center in the Miller Campus Center)
* Access to library, databases, interlibrary loan
* Parking pass (Free) (Obtain from University Police in Dana Hall)
* Fitness Center/Pool membership ($45.50/year; faculty/staff rate)
* Free entry to all regular season sporting events with Emeritus ID Card
* Free campus audit of classes (based on availability within course)

**DISCRETIONARY PRIVILEGES REQUESTED**Some privileges not ordinarily granted to Emeriti may be granted by the President, based on the individual’s needs and continuing relationship to SUNY Canton. Please indicate here which, if any, of these privileges you request:☐ Office space (shared) on campus ☐ Authorization to work on grants  ☐ Use of research space (discipline specific)☐ Card access to \_\_**Type here to provide information about the place(s) which you will need to access after retirement** **Provide a brief description (up to 250 words) of the reasons for the requested privileges.**  |
| [Type description of reason for request here.] |
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| ☐ By checking this box, I acknowledge that I understand my contact information will be shared with SUNY Canton business offices who require it. (This box must be checked to receive Automatic Privileges.) |
| [Type signature(s) here or delete to allow for written signature(s)] | [Type date here] |
| Employee’s Signature | Date |

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| President’s Recommendation |
|  |  | ☐ I support this request for emeritus status on the date specified with the exceptions/changes noted in the comments below. |
| **Additional Comments from the President** |
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| President’s Signature | Date |

*This entire completed document is to be forwarded by the retiree to the Human Resources Office. Human Resources will coordinate with the President’s Office to finalize the process and notify the appropriate areas, including the retiree.*

Effective 11/3/14; Updated 5/31/23