



The City University of New York

Office of the Registrar • Degree Audit Division • Phone: (212) 772-4792
http://degree.audit.division@hunter.cuny.edu

DEGREE AUDIT: INFORMATION & INSTRUCTIONS FOR UNDERGRADUATES

Dear Undergraduate Student:

This sheet contains important information regarding your **DEGREE AUDIT APPLICATION FORM (DAAF)**. Please read it carefully and follow the appropriate links. You must be using a computer setup that allows you to print from this site.

REMEMBER: YOU ARE RESPONSIBLE FOR ENSURING THAT ALL COLLEGE REQUIREMENTS ARE MET.

Refer to the [Hunter College Undergraduate Catalog](#) or the [Office of Student Services](#), Room 1119HE for more information regarding degree rules and regulations.

TIMETABLE FOR DAAF SUBMISSION:

| TERM | GRADUATION DATE | SUBMISSION PERIOD BEGINS | SUBMISSION DEADLINE |
|--------|------------------|--------------------------|--------------------------------|
| Summer | September | First day of classes | End of second week of classes* |
| Fall | January/February | First day of classes | End of fourth week of classes* |
| Spring | May/June | First day of classes | End of fourth week of classes* |

*DAAF applications submitted after the deadline are considered **LATE** and will be processed after all early applications.

STEPS FOR FILING:

1. **IF YOU HAVE NOT DECLARED YOUR MAJOR, YOU MUST DO SO NOW!** Download and print a [Undergraduate Major/Minor Approval Form](#). Upon completion, submit to the OASIS, Room 217HN.
2. Complete the DAAF and meet with your major advisor to review the DAAF.
3. The advisor must sign**, date and rubber stamp (departmental) the DAAF.
4. Make photocopies of the signed DAAF and any supporting documents for your records.
5. Submit the original DAAF and supporting documents to the OASIS, Room 217HN. Supporting documents will be forwarded to the Records Division.

***ONLY ORIGINAL SIGNATURE OF MAJOR ADVISOR/CHAIR. OTHERWISE, THE DAAF WILL BE RETURNED!**

Failure to follow the directions listed below will cause a delay in the posting of your degree!

ALL* EXEMPTIONS/ WAIVERS /IN LIEU OF/SUBSTITUTIONS MUST BE POSTED TO YOUR RECORD.

Any item stated above **must** be in writing, signed and rubber stamp(departmental) as follows:

1. Major/Minor/Concentration requirements-See your major advisor.
2. Pluralism & Diversity requirements-See the [SENATE](#) Appeals Committee.
3. GER or Distribution Core requirements-See a [StudentServices](#) advisor.

Upon completion, the information **must** be forwarded to the Records Division, Room 217HN.

***EXEMPTIONS/WAIVERS DOES NOT REDUCE THE NUMBER OF CREDITS REQUIRED FOR THE MAJOR/DEGREE!**

- **CUNY A.A. OR A.S. DEGREES MUST BE POSTED TO YOUR RECORD IN ORDER TO WAIVE THE CORE REQUIREMENT.** A photocopy of your diploma must be submitted to the OASIS.

- ANY TRANSFERRED COURSE (S) USED TOWARD THE MAJOR **MUST** HAVE HUNTER COLLEGE EQUIVALENTS OR ELECT (M) DESIGNATIONS. See the major advisor.
- NOTE: BA/MA, BA/MS, BS/MA DEGREE CANDIDATES, etc.; If you are **not** registered for the term when **ALL** degree requirements are met, you must **REGISTER** or **MAINTAIN MATRICULATION** for that term at the OASIS. Check <http://www.hunter.cuny.edu/bursar/> for maintenance of matriculation fees.

****To avoid potential audit problems, address the above issue(s) prior to submitting the DAAF****

- When you submit your completed DAAF to the OASIS, a preliminary audit of your record will be conducted in the order received, which will determine if all degree requirements will be met by the end of the graduating term as stipulated by the Hunter College Senate and the State of New York.
ONCE COMPLETED, NOTIFICATION WILL BE SENT TO YOU VIA YOUR HUNTER [SNet](#) E-MAIL ACCOUNT.
- The official audit **SUPERCEDES ALL OTHER INDICATIONS THAT THE STUDENT HAS COMPLETED DEGREE REQUIREMENTS.**
- A FINAL AUDIT WILL BE CONDUCTED WHEN **ALL GRADES FOR THE GRADUATING CLASS HAVE BEEN POSTED AT THE END OF THE TERM.** Remember – You are **only** a **CANDIDATE** for graduation when you apply but you have **GRADUATED** once the degree notation has been posted to your record, **regardless of attendance** at the Commencement ceremony.

NOTE: THE DEGREE AUDIT DIVISION DOES NOT HANDLE COMMENCEMENT. Contact the [Office of Student Services](#) (Room 1119 HE) for all commencement questions (cap and gown, tickets, date and location, etc.)

If you have successfully completed all degree requirements, you will receive via regular mail, a complimentary copy of your transcript and an accompanying certification letter, which are proof of your degree. Afterwards, within approximately 4-6 months, you will be notified via your Hunter [SNet](#) e-mail account when the diploma is ready for pick up at the OASIS. To have the diploma mailed to you, follow the instructions stated on the [Diploma Mailer Form](#).

REMINDER: The name on your diploma will be printed as it appears on your Hunter record.



If your DAAF has been cancelled, file a new DAAF at the beginning of the term in which **ALL** degree requirements will be met.

****** PLEASE PRINT THIS INSTRUCTION SHEET NOW ******

FOLLOW THE LINK FOR UNDEGRADUATE DAAF'S

ANY UNAUTHORIZED ALTERATIONS TO DEGREE AUDIT FORMS WILL RESULT IN THE VOIDING YOUR APPLICATION

