

**CANCELLATION OF DEGREE APPLICATION (DAAF)**

Before you cancel your application, please read the following instructions:

- ***You may reactivate this application within one semester as long as there are no additional classes on your official transcript. Otherwise, you must fill out a new Degree Audit Application Form (DAAF) and submit it for the correct graduating term.***

To re-file for graduation:

- If you will be graduating in a new semester, you must complete a new DAAF signed by your major advisor. Be sure to make a photocopy for your record(s) before submitting it to the OASIS.
- You will not be able to submit the new DAAF until the new semester officially begins. Please consult the Academic Calendar for Application deadlines.
- Monitor all audit updates on your eSIMS and Hunter e-mail accounts.

**PLEASE NOTE:** You must be a registered student in the semester you wish to graduate.

*Undergraduates:* If you are not taking classes, you will be put “On-file” for the semester you are eligible to graduate.

*Graduates:* If you are not taking classes you must **Maintain Matriculation (MAM)**. The fee to MAM for prior terms and up to Summer ‘09 is \$750 (in-state) and \$1250 (out-of-state). As of Fall ‘09 and after the fee to MAM is \$150 (in-state) and \$250 (out-of-state). Please do not register to MAM unless you are sure you are graduating.

**THIS FEE CANNOT BE WAIVED OR REFUNDED**

*Please tear form on the dotted line and retain this portion for your record.*

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**Note (For all TAP receivers): Cancellation of your Degree Audit Application Form (DAAF) may impact on your TAP award. Please contact an Advisor in Advising Services Room 1119 Hunter East if you require additional information.**

Please sign and date the section below:

I \_\_\_\_\_, am canceling my application to graduate  
Last name, First name (Print Clearly)

for the \_\_\_\_\_ semester.  
Graduation term of cancelled DAAF

I understand that I am officially canceling my application to graduate and have read the instructions above.

\_\_\_\_\_  
**S.S. Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

<u>For Office Use Only</u>	
Posted by _____	
Date _____	