

Dear Graduate Student:

This informational document contains important instructions regarding your **Degree Audit Application Form (DAAF)** as well as the entire degree audit, degree conferral, and post-degree process at Hunter College. Please read it carefully and follow the links.

STUDENTS ARE RESPONSIBLE FOR ENSURING THAT ALL COLLEGE REQUIREMENTS ARE MET

Refer to the **Graduate Catalog** you matriculated under for more information regarding Hunter College degree requirements, rules and regulations: <http://registrar.hunter.cuny.edu/subpages/collegecatalog.shtml>

THE DEGREE AUDIT IS MANDATORY FOR ALL GRADUATING STUDENTS AND IS CONTROLLED BY STATE OF NEW YORK, CITY UNIVERSITY OF NEW YORK, AND HUNTER COLLEGE RULES AND REGULATIONS


The audit determines whether all college requirements will be satisfied by the end of the applicable academic term. The audit supersedes any and all other indications that a student has satisfied the degree requirements.

I. PRIOR TO APPLYING FOR GRADUATION . . .


 **If you have Not Changed your Status from Non-Matriculate to Matriculate, Do So Now.** See your advisor.

 **If you have Not Activated Your Hunter Email and eSIMS Accounts, Do So Now.** Go to the ICIT Helpdesk, 10th floor of Hunter North.

AUDIT REPORTS AND UPDATES ARE SENT TO THESE ACCOUNTS ONLY

 **If Your Name, Address or S.S. Number Has Changed, Submit a Change of Name/Address Form Now at the OASIS Room 217 North.** Form is printable at: <http://registrar.hunter.cuny.edu/subpages/forms.shtml>


The name on your diploma and transcript will be printed as it appears on your Hunter record. **All written correspondence** will be sent to the address on your Hunter record.


 **If you Registered for Permit Courses that are Not on your Hunter Record, Contact the Host Institution Now.** Have the transcript and any other documents sent to: Records & Transcripts, Room 223 North.

If you registered for a permit and did not attend, an official letter from the host institution to the Records & Transcripts Office stating your non-attendance is required.

If you are out on Permit during your final semester, you must follow up with the host institution as soon as the courses are completed.

TAKING COURSES AWAY FROM HUNTER DURING THE GRADUATING TERM IS NOT RECOMMENDED AND MAY DELAY YOUR DEGREE CONFERRAL

 **If Approved Exceptions to College, Program or Degree Requirements are Not Posted to your Official Transcript, Act Now.** See your advisor. Follow up with the advisor within four weeks to ensure that all comments have been posted to your official transcript.

 **If Admission Conditions were Met with Courses that are Not on your Current Hunter Record, Contact the Admissions Office Now.** You must provide proof of condition completion to one of the offices below. A review is conducted. If approved, a comment is posted to your official record that the condition is satisfied:

The Graduate Admissions Office (For Liberal Arts & Sciences Degrees).

The Divisional Admissions Officer (For Education, Health Professions & Social Work Degrees).

 **If Other Conditions Affecting Graduation Eligibility are Not Posted, Act Now**

Graduate Time Extension Forms (completion of degree required within four years of entry for Arts & Sciences degrees and five years for Education, Health Profession and Social Work degrees) must be approved by **both** the Departmental advisor and the Divisional Dean. The form is printable at:

<http://registrar.hunter.cuny.edu/subpages/forms.shtml>

Graduate Transfer of Credits Forms (transfer of non-degree courses with less than B grades to a degree record) must be approved by **both the departmental advisor and the divisional Dean**. The form is printable at:

All other supporting documents must be on departmental or divisional letterhead, signed and stamped. Advisor approvals of exceptions that are written on the DAAF itself or scribbled on a piece of paper **are not accepted**.

Approved documents (except Graduate Transfer of Credit – sent to Graduate Admissions) are sent to: Office of the Registrar, Room 217 North, ATTN: Records & Transcripts.

II. IS EVERYTHING ON YOUR RECORD NOW? GREAT! IT'S TIME TO COMPLETE YOUR DAAF.

Step 1: Print and complete the DAAF that applies to you from the following url:

<http://registrar.hunter.cuny.edu/forms/Degreeaudt/first.htm>

Step 2: Meet with your major advisor to review it. Your major advisor signs, dates, and stamps the DAAF.

Step 3: You sign and date it. Be sure to stipulate the graduating term.

Step 4: Make a photocopy of the original, signed, and stamped DAAF for your records.

THE ORIGINAL DAAF WITH THE ORIGINAL STAMPS AND THE ORIGINAL SIGNATURES IS REQUIRED

The Degree Audit unit **will not** review substitutes including, but not limited to, faxes, emails, photocopies, etc.

Do not attach your eSIMS or transfer college transcripts to the DAAF. The Degree Audit Unit conducts audits using official Hunter College documents only.

III. YOU ARE NOW READY TO SUBMIT THE COMPLETED DAAF AT THE OASIS, Room 217 NORTH.

Incomplete DAAFs will be Returned to Your Home Address. This May Cause an Audit Delay

TIME TABLE FOR DAAF SUBMISSION

TERM	GRADUATION DATE= OFFICIAL END OF TERM	SUBMISSION PERIOD BEGINS	SUBMISSION DEADLINE
Summer	September 1st	First day of classes	End of fourth week of classes
Fall	Late January or early February	First day of classes	End of sixth week of classes
Spring	Late May or early June	First day of classes	End of sixth week of classes

Students who are in programs that require **New York State licensure/certification** may be asked to submit the DAAF to their program advisor for review. The advisor then sends the DAAF to the OASIS. Again, be sure to make a photocopy of the DAAF for your records.

Submissions after the deadline are considered **late** and will be processed **after** all on-time applications.

A preliminary audit will be conducted in **date-received** order.

Monitor your eSIMS File for Graduation link and Hunter email account for audit reports and all updates.

If your preliminary audit indicates all requirements can be met by the official end of term date (see **Timetable – Graduation Date** above) your eSIMS link will show **“PRELIMINARY AUDIT OK”**

If you see “**DAAF PROBLEM, CHECK SNET**” on eSIMS, review the audit issue emailed to your Hunter account. **Refer to the bullet items listed on the first page of this instruction guide and resolve the issue asap.**

DAAFs submitted for prior terms will be reviewed after final audits are completed for current term applicants.

THE DEGREE AUDIT UNIT DOES NOT MANAGE THE COMMENCEMENT CEREMONY NOR YEARBOOK ORDERS
Contact the **Office of Student Services** in Room 1119 East for more information.

ATTENDING THE COMMENCEMENT CEREMONY IS NOT OFFICIAL GRADUATION

Students marching at commencement have **Candidate for Graduation** status, with the possible exception of earlier term and officially graduated attendees.

IV. A FINAL AUDIT WILL BE CONDUCTED STARTING AT THE OFFICIAL END OF TERM.

The Final Audit determines **whether all College requirements were satisfied within the graduating term.** The awarding of degrees **begins at this time** (see Time Table, above). It may take up to eight weeks to complete all final reviews and degree conferrals.

IN-PROGRESS DEGREE REQUIREMENTS MUST BE COMPLETED WITHIN THE GRADUATING TERM

If you do not complete all college requirements by the end of term date, cancel your graduation at the OASIS. Failure to do so will block future registration. Reapply for the term during which your official record reflects that you have completed all outstanding requirements.

Thesis acceptance must be approved by **both** the departmental Advisor and the divisional Dean. **Professional Teaching Portfolio** and **Capstone** completion dates must be approved by the Advisor.

Follow up with your advisor for questions on your program requirements requiring that a memo is sent to Records prior to degree conferral.

Thesis, Master’s Essay and other exit requirement courses must be graded prior to degree conferral.

When you receive confirmation of thesis, etc, acceptances, check your eSIMS Transcript to check that the collateral course has a credit-bearing grade. If not, contact your thesis advisor/professor **immediately.**

Maintenance of Matriculation: Graduate students who are not enrolled during the graduating term must pay to maintain matriculation for the graduating term. Contact the Bursar’s Office for more information.

Summer Candidates: Please note that, although all your grades may be posted well in advance of the end of term, **you will not be graduated until the official end of term date** (see the Time Table, above). Candidates with pending certification, licensure, employment opportunities other degree award deadlines are encouraged to be conscious of this time frame when deciding whether to graduate for a Summer term.

When your final audit is completed and you have successfully completed all degree requirements, you will see the Degree Award notice on your eSIMS account. Monitor the Transcript and File for Graduation links for all updates.



CONGRATULATIONS! YOU'VE GRADUATED!

IV. WHAT HAPPENS NEXT?

You may now order official transcripts that show your degree award. Submit a Transcript Request form to the OASIS or utilize the online order tool: <http://registrar.hunter.cuny.edu/subpages/recordsandtranscripts.shtml>

You may also pick up a *gratis* certification letter at the OASIS counter. Be sure to bring photo i.d.

Approximately four months from the official end of term, you will be notified **at your eSIMS account that the diploma package is ready for pick up at the OASIS**. A *gratis* transcript and certification letter are included. If you wish to have the diploma package mailed to you, follow the instructions on the **Diploma Mailer Request form**: <http://registrar.hunter.cuny.edu/subpages/forms.shtml>

THE DIPLOMA PACKAGE IS NOT AUTOMATICALLY MAILED TO YOU

If you wish to have the diploma package mailed, print a **Diploma Mailer Request form at**: <http://registrar.hunter.cuny.edu/subpages/forms.shtml>

Additional courses cannot be entered on a closed record.

When the degree is posted, your record is officially sealed. See the Admissions Office if you wish to continue taking courses at Hunter as a non-degree or second degree student.

Best Wishes for your Future Endeavors!

**The Degree Audit Unit
Office of the Registrar
Room 217 North
Hunter College
695 Park Avenue
New York, NY 10065**

This Information Guide is a 24-hour, 7 days a week, web-based resource for Candidates for Graduation. Please refer back to it as often as is needed.