

Dear Undergraduate Student:

This informational guide contains important instructions regarding your **Degree Audit Application Form (DAAF)** and the entire degree audit, degree conferral, and post-degree process at Hunter College. Please read it carefully and follow the links. To print your DAAF, you must be using a computer setup that allows you to print from this site.

STUDENTS ARE RESPONSIBLE FOR ENSURING THAT ALL COLLEGE REQUIREMENTS ARE MET

Refer to the **Undergraduate Catalog** you matriculated under or visit the **Office of Student Services** in Room 1119 East for information regarding Hunter College rules and regulations. Undergraduate students who entered Hunter in **Fall 2004 or later** may also refer to their on-line **DIG accounts**. Please note that DIG is not an official audit. It is an advisement tool.

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 Declared Your Major or Minor – Do So Now. See your Major advisor for a Major/Minor Declaration form.

BA Students: To declare a Minor Summer 2009 or later, **you must see the Minor departmental advisor** for a separate Minor Declaration form, printable at: <http://registrar.hunter.cuny.edu/subpages/forms.shtml>


For details on the new Minor rules, go to:


<http://www.hunter.cuny.edu/senate/assets/Documents/New%20Policy%20&%20Catalog%20Deacription%20for%20Minors%20at%20Hunter.pdf>



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 YOUR HUNTER ACCOUNTS ONLY


 **If Your Name, Address, or S.S. Number Has Changed, Submit a Name/Address/ I.D. Change Form at the OASIS – Now.** 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. Forms are printable at: <http://registrar.hunter.cuny.edu/subpages/forms.shtml>

 **If you Registered For Study Abroad and/or Permit Courses that are Not on Your Hunter Record, Contact the Host Institution – Now.** Arrange for a transcript to be sent to: Records & Transcripts. Room 223 North.

If you registered for permit or Study Abroad 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 or on Study Abroad during your final semester, you must follow up with the host institution as soon as the courses are graded.

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

 **If Approved Exceptions to College, Major and Minor Requirements are Not Posted to your Official Transcript – Act Now.** Approved documents are sent to: Office of the Registrar, Room 217 North, ATTN: Records & Transcripts.

Exception comments will not appear on your DIG or eSIMS accounts. The Degree Auditor will see the comments on your SIMS record and apply them during the audit.

FOLLOW UP WITH YOUR ADVISOR TO ENSURE THAT ALL EXCEPTION COMMENTS ARE POSTED

All approved exceptions to College Catalog requirements must be posted to your official transcript. This includes, but is not limited to, course waivers, substitutions for required courses, in lieu of courses, etc.:

For Major and Minor exceptions – See your Major and/or Minor advisor.

For GER exceptions – See a Student Services advisor.

Supporting documents must be on departmental 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.** Documents are sent to **Records & Transcripts, Room 223 North.**

**EXEMPTIONS AND WAIVERS DO NOT REDUCE THE TOTAL NUMBER OF CREDITS REQUIRED FOR THE
MAJOR, MINOR AND DEGREE**



CUNY A.A. and A.S. Degrees Must Be Posted to your Record in Order to Waive the GER Core.

If DIG is not showing this exception, present your original diploma or an official transcript from your two-year college at the Admissions office.



Combined BA/MA Degree Students Must be Enrolled During or Maintain Matriculation for the Graduating Term. Credits over 120 May be Subject to the Graduate Tuition Rate. See your major advisor to determine whether you may register for an additional course. See the Bursar if you need to maintain matriculation.

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.

AN ORIGINAL DAAF WITH ORIGINAL DEPARTMENT STAMPS AND 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.

TIME TABLE FOR DAAF SUBMISSION

NOTE: Incomplete DAAFs Will Be Returned To Your Home Address. This May Cause An Audit Delay!

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 the 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 that 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”**

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

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

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 THE OFFICIAL GRADUATION

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

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

See Time Table, above. The Final Audit determines **whether all College requirements were satisfied within the graduating term.** The awarding of degrees **begins at this time.** 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.

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, admission to graduate school or 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 determines that you have successfully completed all college requirements, you will see the Degree Award notice on your eSIMS account. Monitor the eSIMS Transcript and File for Graduation links for 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.

Approximately four months from the official end of term, you will be notified **at your eSIMS and Hunter email accounts that the diploma package is ready for pick up at the OASIS.** A *gratis* transcript and certification letter are included.

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 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.