Please refer to the Graduate Catalog for more information regarding Hunter College degree requirements, rules and regulations. The degree audit is mandatory for all graduating students and follows the rules and regulations of the State of New York, City University of New York, and Hunter College. 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.

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Prior to applying for Graduation

Personal information on your record

- Change your status to Matriculated if you have not already done so. See your advisor if you need assistance with this.
- Make sure you have activated your Hunter email and CUNYFirst accounts. For assistance, visit the Student Help Desk.
- 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.
- **Please check your name, address and Social Security number to ensure they are correct.** To make any changes you must submit the Change of Name/Address Form at the OASIS - One Stop office at Room 217 North.

Permit courses

- If you registered for permit courses that are not on your Hunter record, contact the host institution for the transcript and any other necessary documentation.
- If you registered for permit and did not attend, you must obtain an official letter from the host institution stating that your attendance is not mandatory.
- Have all above transcripts and other documentation sent to Records and Transcripts at HN223.
- If you are out on permit 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.

Transcripts and Documentation

- Check that all approved exceptions to college, program or degree requirements are posted to your official transcript. See your advisor for changes.
- Send transcripts to Records and Transcripts at HN223.
- Check that all courses fulfilling admission conditions are on your current Hunter record. Proof of completion must be submitted for the absent courses to the Graduate Admissions Office (Liberal Arts and Sciences) or the Divisional Admissions Officer (Education, Health Professions and Social Work).
- Degree completion is required within four years of entry for Arts and Sciences degrees and five years for Education, Health Profession and Social Work degrees. If necessary, Graduate Time Extension Forms must be approved by both the Departmental advisor and the Divisional Dean.
- For transfer of non-degree courses with less than B grades to a degree record, Graduate Transfer of Credits Forms must be approved by both the Departmental Advisor and the Divisional Dean.
- Approved Graduate Transfer of Credit documents should be sent to Graduate Admissions.
- All other approved documents should be sent to the Office of the Registrar, ATTN: Records and Transcripts.
All supporting documents, approvals or exceptions must be on departmental or divisional letterhead, signed and stamped in order to be accepted.

Completing your Degree Audit Application Form

1. Print and complete the DAAF that applies to you.
2. Meet with your major advisor to review it. They will sign, date and stamp the form.
3. You sign and date it. Be sure to specify the graduating term.
4. Make a photocopy of the original signed and stamped DAAF for your records.
   - You are required to submit the original DAAF with the original stamps and signatures.

   - Submit official Hunter College documents only. Submitting your completed DAAF

Review your form to ensure completion. Incomplete forms will be returned to your home address and may cause an audit delay.

Timetable for DAAF submission

- Check the Hunter College website/Academic Calendar for DAAF submission deadline.
- Students who are in programs requiring the 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 - One Stop. Again, be sure to make a photocopy of the DAAF for your records.
- DAAFs submitted for prior terms will be reviewed after final audits are completed for current term applicants.
- A preliminary audit will be conducted in the order of the date received.
- Monitor your CUNYFirst File for Graduation link and Hunter email account for all updates and audit reports.
- 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.
  - For all information for the Commencement Ceremony or Yearbook orders, contact the Office of Student Services.

The Final Audit

The Final Audit determines whether all College requirements were satisfied within the graduating term. The awarding of degrees begins at this time (see above Timetable).

- The Final Audit will be conducted starting at the official end of term.
- 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, make sure to cancel your graduation at the OASIS - One Stop. 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 Divisional Dean.
• Professional Teaching Portfolio and Capstone completion dates must be approved by the Advisor.
  o 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 and other 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: You will not be graduated until the official end of term date, even if your grades are posted in advance. Candidates with pending certification, licensure, employment opportunities, 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 is completed and you have successfully completed all degree requirements, you will see the Degree Award notice on your CUNYFirst account. Monitor the Transcript and File for Graduation links for all updates.

What happens after filing the DAAF

• You may now order official transcripts that show your degree award by submitting a transcript request form to the OASIS-One Stop or utilizing the online order tool.
• You may pick up your complementary 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 on your CUNYFirst account that the diploma package is ready for pick-up at the OASIS.
• The diploma package will only be mailed upon submission of the Diploma Mailing Request Form.
• When the degree is posted, your record is officially sealed. To continue courses at Hunter as a non-degree or second degree student, see the Admissions Office.