

Hunter College – Degree Audit Unit
Undergraduate Degree Audit Information and Instructions

Please refer to the Undergraduate Catalog for the year you matriculated under or visit the [Office of Student Services](#) for more information regarding Hunter College degree requirements, rules and regulations. Undergraduate students who entered Hunter in Fall 2004 or later may also refer to their online [DIG](#) accounts. Please note that DIG is an advisement tool only, not an official audit.

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

- Declare your Major or Minor if you have not already done so. See your Major advisor for the 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](#). For more details on the new Minor rules, click [here](#).
- Make sure you have activated your Hunter email and CUNYFirst accounts. Audit reports and updates will only be sent to your Hunter email. 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.

Study Abroad and Permit courses

- If you registered for Study Abroad/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 Study Abroad/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 Study Abroad/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, Major and Minor requirements are posted to your official transcript. (This includes, but is not limited to, course waivers and substitutions for required courses.) Have all transcripts sent to the [Office of the Registrar](#), ATTN: Records and Transcripts.
 - ! **All supporting documents must be on departmental or divisional letterhead, signed and stamped in order to be accepted.**
 - For Major and Minor exceptions, see your Major and/or Minor advisor
 - For GER and Pathway exceptions, see a [Student Services](#) advisor.
 - Exception comments will not appear on your DIG account. The Degree Auditor will see the comments on your CUNYFirst record and apply them during the audit. Be sure to follow up with your advisor to ensure that all exception comments are posted.
 - ! Exemptions and waivers do not reduce the total number of credits required for the Major, Minor and degree.
- Combined BA/MA degree students **must** be enrolled or maintain matriculation during 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.

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 the 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.
- A preliminary audit will be conducted in the order of the date received.
- Monitor your 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 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.
 - 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, 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 is completed and you have successfully completed all degree requirements, you will see the Degree Award notice on your CUNYFirst transcript. Monitor your Hunter email account 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 your Hunter email account that the diploma is ready for pick-up at the OASIS – One Stop.
- The diploma will only be mailed upon submission of the [Diploma Mailer 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](#).