FILING FOR GRADUATION

STEP 1
All prospective graduates are required to meet with their academic advisor in the Academic Advising Center (S-220), prior to submitting their graduation package. The graduation package is then reviewed and submitted to the Registrar’s Office. A complete graduation package must include the following:
1. A completed stamped curriculum audit
2. A completed graduation application
3. A completed graduating senior questionnaire
4. Any appropriate waivers and/or petitions

* There is no fee to file for graduation.
* **NOTE:** Any student wanting to file after the filing deadline will need permission from the Director of the Academic Advising Center.

STEP 2
The Academic Advising Center will conduct the initial graduation certification review of degree candidates and department Chairpersons will conduct the 2nd review and indicate the student’s eligibility for graduation.

STEP 3
The advisors will advise the ineligible students about how to complete their missing graduation requirements.

STEP 4
Once all of the grades have been submitted at the end of the semester, the Registrar’s Office will conduct a final grade evaluation of the prospective graduates and send out the official letter conferring their degree.

The Registrar's Office will only send out certification letters to students who have met all degree requirements.

The Academic Advising Center will contact all ineligible students via mail and phone for a review of their status.

**Graduation Filing Deadline: Friday, March 27**

**Academic Advisement Center, S-221 • Monday-Friday, 9:00 am-6:00 pm • 718-270-5170**
GRADUATION CHECKLIST

- Obtained and completed a graduation application
- Consulted with, and had my graduation application and worksheet reviewed by my Advisor to assure that all requirements are met.
- Returned my completed graduation application and worksheet to my academic advisor.
- Fulfilled all requirements to successfully remove INC grades.
- Passed all CUNY Placement Examinations and they are recorded on my transcript.
- Satisfied all library fines and obtained a clearance form from the Charles Inniss Library circulation desk.
- Completed my loan exit interview with Financial Aid and/or Perkins Loan Officer and obtained a clearance form from the Financial Aid Office.
- Satisfied all outstanding college tuition and obtained the clearance form from the Bursars' Office.

Congratulations. You are ready to participate in Commencement. We advise you to print this "Checklist" and use it as a reference while you complete your graduation audit process.

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