

Filing For Graduation

- STEP 1.** All prospective graduates are required to meet with their academic advisor prior to submitting the graduation application package to the Registrar's Office. Each student should submit a packet with their advisor in the Student Advocacy and Support Services Center (SASS Rm. B-2032) containing the following:
1. a completed stamped curriculum worksheet
 2. a completed graduation application
 3. a student copy of transcript
 4. a complete graduating senior exit questionnaire
 5. any appropriate waivers and/or petitions
- The filing fee is waived for students applying for an Associate Degree or Certificate Programs.
 - A fee of \$10 is required for students filing for a Bachelor's degree.
 - **ALL GRADUATION PAYMENTS** should be made in the Registrar's Office. (Personal checks are not accepted)
 - **Note** : Any student wanting to file after the filing deadline will need permission from the Dean of Student Advocacy and Support Services.
- STEP 2.** The SASS Center academic advisors will conduct the initial graduation certification review of degree candidates. The

department Chairpersons will conduct the 2nd review with an indication of the student's eligibility for graduation.

STEP 3.

- The SASS Center advisors will notify students of their graduation eligibility status via mail and phone contact.

- The advisors will advise the ineligible students on 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 SASS Center will contact all ineligible students via mail and phone for a review of their status.

NOTES: • Participation in the Graduation Ceremony does not confirm a student's graduation from the college.

- Ineligible students have to re-file an application (including a revised worksheet and filing fee) for graduation eligibility for the subsequent graduation period. Extenuating circumstances will be reviewed by Dean of SASS Center.

3) Degree honors and awards are based on the previous semester's grades.

Senior To Do List

We advise you to print this "To Do" list and use it as a reference while complete your graduation process.

ITEMS	In Progress	Done
1. Have I obtained and completed a graduation application?		
2. Have I consulted with, and had my graduation application and worksheet reviewed by, my SASSC advisor room B2032 to assure that all requirements are met?		
3. Have I returned my completed graduation application and worksheet to the Registrar's Office room C101?		
4. Have I fulfilled all requirements to successfully remove INC & ABS grades?		
5. Have I thoroughly reviewed my transcript to determine its accuracy?		
6. Have I passed CUNY AND CPE examinations? Are they recorded on my transcript?		
7. Have I satisfied all library fines and obtained a clearance form from the Charles Inniss Library circulation desk.		
8. Have I completed my loan exit interview with Financial Aid and/or Perkins Loan Officer and obtained a clearance form from the Financial Aid Office?		
9. Have I satisfied all outstanding college tuition and obtained the clearance form from the Bursars' Office?		
10. Have I completed my loan exit interview with Financial Aid and/or Perkins Loan Officer and obtained a clearance form from the Financial Aid Office?		