

Have you previously applied for graduation? No ____ Yes ____ If so – year _____

Today's Date _____



Registrar's Office
445 West 59th Street, Room 4113N
New York, NY 10019
212-237-8986

APPLICATION FOR UNDERGRADUATE DEGREE

Instruction: **Print name exactly as it is to appear on diploma.** It must be the same as on Registrar's record unless legally changed. Please print neatly. Incomplete forms will not be processed. **THIS FORM MUST BE SUBMITTED IN PERSON.**

ID# _____ - _____ - _____ Home Phone (_____) _____

Mr. ____ Ms. ____ Mrs. ____ Other _____ Email _____

Last Name _____ Middle Name or Initial if any _____

First Name _____

Permanent Address _____ Apt # _____

City _____ State _____ Zip Code _____

1. **What are you applying for?** (check only ONE)
- | | |
|----------------------------|-----------------------------------|
| Bachelor of Arts _____ | Bachelor of Science _____ |
| Associate in Science _____ | Dispute Certificate Program _____ |

2. What is the Major Code? (ex. 091) _____

(*Program codes are listed in the Declaration of Major Directory – available at the Registrar's Office)

For Question 3: See Undergraduate Bulletin for details

3. What is the Major? _____ Conc./Track/ _____

4. What is the Degree Date you are applying for? August ____ or Feb ____ or June ____ Year (ex. 2005) _____

____ Black – Non Hispanic ____ White – Non Hispanic
____ Hispanic / Latin Amer. ____ Amer. Indian / Alaskan
____ Asian / Pacific Islands ____ Other _____

A baccalaureate degree candidate will be removed from the graduation list if a grade(s) of incomplete is received during the last semester for graduation. A baccalaureate degree can not be conferred with an incomplete grade(s) in the record.

Once a baccalaureate degree is conferred, no letter grade(s) can be changed or modified. This rule supersedes the change of grade rule. It is the degree candidates' responsibility to check their final grade at the end of each semester.

It is the degree candidates' responsibility to notify the Registrar's Office if there is any outstanding grade appeal on file or if they wish to file for a grade appeal before a degree is conferred.

Degree candidates will be removed from the graduation list if grades for courses taken on PERMIT are not received by the degree date.

Passing the CPE examination is now a CUNY graduation requirement for all undergraduate degrees.

By signing my name on the line below – I have read and understood this entire form.

Student's Signature _____

For Office Use Only: Do not write below:

Ineligible ____ Reason _____

Eligible ____ CPE ____ Cum GPA _____ Honor _____ Total Credits Complete _____ Initial _____

Honors in Major _____ Minimum Residency Credit _____