



Dear Student,

Please keep in mind the following points when considering your graduation status:

- To qualify for the degree, students must be officially admitted to degree status; satisfactorily complete **all** credit and course requirements prescribed for their major, related areas, and liberal arts; achieve a minimum grade point average of 2.0 for all work completed; and receive the recommendation of the faculty.
- The academic year is comprised of four terms. Graduation review takes place at the end of each term, i.e. fall term, winterim term, spring term and summer term. Please enter on the application for graduation the term that you anticipate completing your degree requirements. Do not apply simply to enter "spring" because you wish to attend the commencement ceremony.
- The application and fee are valid for the academic year in which it is submitted. (The academic year is September through August.) Students who know they will not finish the requirements of their major by August should file the application for graduation for the following academic year.
- The application for graduation must be filed before graduation will be confirmed and the diploma mailed to you. Please know that an application for graduation is required for each degree program, e.g. AAS and BFA or BS.
- Please be sure to review your progress toward graduation by looking at your degree audit. The DARS degree audit is online at <http://www.fitnyc.edu/onlinestudentinfo>. If you have questions about your status, bring a printed copy of your degree audit with you to Room C158 for walk-in advisement. (For information on graduation advisement hours, go to: <http://www.fitnyc.edu/registrar>, select Advisement Schedule.)
- Students who file an application for graduation by the deadline date and are approved by the Registrar will have their names listed in the commencement booklet. (*Attending the commencement ceremony does not confirm that the requirements for the major have been met. Graduation will be confirmed and the diploma mailed only when all courses and credits required for the degree are completed.*)
- Commencement ceremonies are held once a year in May. All students who graduate in the academic year (September through August) are eligible to attend the May ceremony.

Sincerely,
Registrar's Office

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