

UNDERGRADUATE CHECKLIST

☐ Speak with Academic Advisor

Students should make an appointment with their academic advisor to ensure that all degree requirements will be met.

☐ Undergraduate Application for Degree (AFD)

The Application for Degree is a required form that notifies the University of a student's intent to fulfill his/her degree requirements at the end of the current semester.

- The deadline for the fall 2011 AFD for undergraduates is **Friday, October 28, 2011**. The AFD is available on [BU BRAIN](#).
- If you need to cancel your application or change your diploma address, please contact the [Degree Coordinator](#).
- Fall 2011 AFDs must be submitted **no later than Friday, October 28**, to guarantee inclusion in the Fall 2011 Commencement program.

Successful submission of the AFD:

- Acknowledges your plan to complete your degree requirements
- Ensures your name appears in the Commencement program
- Ensures you receive your diploma, upon completion of your degree requirements, via mail approximately 6-8 weeks after the semester's conclusion

☐ Commencement Participation Form (CPF)

Participating in Commencement activities is optional and does not guarantee graduation. To be considered a Binghamton University graduate, you must complete the Application for Degree and satisfy all your degree requirements. If you would like to participate in Fall 2011 Commencement, you must complete the Commencement Participation Form (CPF). Note: Fall Commencement is for students who will complete all degree requirements by the end of the fall 2011 semester or completed all degree requirements during summer 2011.

Successful submission of the CPF:

- Reserves your seat and your guests' tickets for Commencement
- Makes you eligible to purchase a cap and gown
- Makes your name automatically added to our e-mail list for Commencement information

☐ Cap and Gown

[Caps and gowns](#) may be purchased from the University Bookstore two weeks prior to Commencement.

☐ Petition to Walk

If you are completing your degree in winter 2012 or spring 2012 but want to walk at Fall 2011 Commencement:

Undergraduate students who will complete their degree requirements during winter 2012 or spring 2012 may petition to participate in the Fall 2011 Commencement.

To be approved, the following criteria must be met:

- 12 or fewer credits remaining to fulfill degree requirements AND completing these credits during the next major term
 - This information will be verified through DARS
 - Any discrepancies within DARS must be resolved between the student and academic advisor

Exceptions may be made in the following student's circumstances:

- Military or family necessity
- International student returning to home country
- Extraordinary personal circumstances