

 **Graduation Checklist** 

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- Have I run a degree audit to determine if I will meet all requirements for my academic program in time to graduate?
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- Have I completed the Application for Graduation (by December 1)?
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- Have I verified that I will be within 9 credits of my degree once I complete my spring classes, which would qualify me to participate in Commencement?
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- Have I verified that all expected transfer credits (including IB, AP, and CLEP) appear on my transcript and degree audit?
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- Have I planned to submit any and all additional transcripts or prior learning credit portfolios by the close of winter term?
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- Have I resolved all "Incompletes," missing grades, and credit deficiencies?
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- Have I made travel plans if I plan to participate in Commencement, or let the Graduation Team know that I can no longer attend?
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- Have I settled all outstanding financial obligations, including account balances?
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- Have I settled my loan exit counseling at studentloans.gov?
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- Have I informed the Graduation Coordinator of any changes to my current mailing address to ensure timely delivery of my diploma?
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Should you have any questions regarding the Berklee Online graduation process, please contact the Graduation Team at graduation@online.berklee.edu.