

Graduation Checklist

Have I run a degree audit to determine if I will meet all requirements for my academic program in time to graduate? Have I completed the Application for Graduation (by December 1)? Have I verified that I will be within 12 credits of my degree once I complete my spring classes, which would qualify me to participate in Commencement? Have I verified that all expected transfer credits (including IB, AP, and CLEP) appear on my transcript and degree audit? Have I planned to submit any and all additional transcripts or prior learning credit portfolios by the close of winter term? Have I resolved all "Incompletes," missing grades, and credit deficiencies? o Have I made travel plans if I plan to participate in Commencement, or let the Graduation Team know that I can no longer attend? o Have I settled all outstanding financial obligations, including account balances? o Have I settled my loan exit counseling at studentloans.gov?

Should you have any questions regarding the Berklee Online graduation process, please contact the Graduation Team at graduation@online.berklee.edu.

Have I informed the Graduation Coordinator of any changes to my current mailing

address to ensure timely delivery of my diploma?