

Instructions to pull graduation lists by major

From the Query Viewer use query: BU_R0046L_SR_GRADUATION_STNT

Choose “Run to Excel” (direct link [here](#))

For Career: choose Undergraduate from the pull-down menu

For Academic Program/College: click on the magnifying glass and then choose UCAS (or UPAR for Pardee)

You can then choose to pull for one expected graduation term **or** a range. Click on the magnifying glass and choose the term.

If you are pulling for just one term, put the same term/semester code in both the (From) and (To) fields. (e.g. pulling *just* expected May 2026 grads, put 2261 in both fields)

If you want to pull a range of terms, put the oldest in (From) and the latest in (To). (e.g. pulling January 2026, May 2026, and August 2026, put 2258 in From and put 2265 in To)

For Grad Review Status:

If pulling for one term, click on magnifying glass and choose “TENT” / In Review for May and August grads. Choose “OFFC” / Official for January grads.

If pulling for a range of terms, leave Status blank.

For Acad Plan: click on magnifying glass and choose the major (you will need to run a query for each major your department offers.

Leave ID blank.

Click on View Results and an Excel file will download to wherever your downloads go. Repeat for each major.

Notes:

As the CAS graduation advising team continues to receive intent to graduate forms and students' expected graduation dates move due to completed/not completed coursework, new students will come up in your queries. Continue to periodically run queries to maintain the most updated list of graduates.