Office of the Registrar **APPLICATION FOR DEGREE** Daemen College

PLEASE TYPE OR NEATLY PRINT ALL INFORMATION. APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE STUDENT'S SIGNATURE AND DATE OF SIGNATURE INDICATED. Applications may be faxed (716-839-8343), mailed (Registrar's Office, Daemen College, 4380 Main St, Amherst, NY 14226), or delivered to the Registrar's Office (Duns Scotus #123). Once your application is filed, access our web page, www.daemen.edu/registrar, click on Graduation Info, for further information on graduation.

DEGREE: Check one: □ **BACHELOR** □ **MASTER** □ **DOCTORATE** □ **BACHELOR AND MASTER**

MAJOR/PROGRAM: _____

I WILL COMPLETE ALL REQUIREMENTS (INCLUDING STUDENT TEACHING AND ALL CLINICAL EXPERIENCES REQUIRED OF THE PROGRAM), AND ALL DOCUMENTATION WILL BE ON FILE AT THE CONCLUSION OF (check one AND indicate year):

□ **FALL** _____ **(January degree conferral)** □ **SPRING**____ **(May degree conferral)** □ **SUMMER** _____ **(September degree conferral)**
YEAR **YEAR** **YEAR**

☐ **I am a Canadian student in one of the Graduate Education programs**

MY NAME AS IT SHOULD APPEAR ON THE DIPLOMA: Print one letter in each space. Leave a space blank if a space is required. All letters will be capitalized unless otherwise indicated. If you wish to have your name listed differently than that which appears on your academic record, you must append a copy of the legal document which verifies the name change, i.e., marriage certificate, divorce decree, legal change of name, etc. If your name is legally to be changed after this form is filed, at your request, your diploma will not be printed until the legal documentation is submitted to the Office of the Registrar.

_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____
(FIRST NAME)

_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____
(MIDDLE OR MAIDEN NAME)

_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____
(LAST NAME)

SOCIAL SECURITY #: _____/_____/_____/ - _____/_____/ - _____/_____/_____/_____/

ADDRESS TO WHICH YOUR DIPLOMA SHOULD BE MAILED: (Diplomas are released approximately 8 weeks after degree conferral.)

_____
(Street Address) **(City)** **(State)** **(Zip)**

LOCAL/CELL PHONE NUMBER _____ **PERMANENT PHONE NUMBER:** _____

EMAIL (your Daemen email account): _____

CONFIRMATION OF RECEIPT OF YOUR APPLICATION:

Shortly after your application is received in the Registrar's office, you will receive confirmation of its receipt **EXCLUSIVELY TO YOUR DAEMEN EMAIL ACCOUNT. If you do not indicate a Daemen email account above, no confirmation will be released**. If you do not know your account name, check on line at: www.daemen.edu select the Students page/Computer Accounts, or call 716-839-8348.

Confirmation assures you that you have been tentatively added to the list of prospective graduates and that your record will be reviewed to determine your status for graduation. **RECEIPT OF CONFIRMATION DOES NOT CONSTITUTE CLEARANCE FOR GRADUATION/DEGREE CONFERRAL.**

COMMENCEMENT POLICIES

1. Students satisfying all degree requirements must complete and submit the Application for Degree form to the Office of the Registrar. Applications must be filed by the first week of October for January and May degree conferrals; by early June for September degree conferrals. Students who do not file an application will not be reviewed for clearance for graduation and therefore will not graduate.
2. Official documentation for all completed coursework must be received by the Registrar **NO LATER THAN NOON ON THE WEDNESDAY PRIOR TO COMMENCEMENT/DEGREE CONFERRAL..** If the Daemen Registrar has not received such documentation by that time, the student will **NOT** be allowed to graduate/have the degree conferred*. Documentation for transfer credit or cross registration credit is an OFFICIAL TRANSCRIPT(S) from the institution(s) granting credit. Faxed transcripts are NOT acceptable. Hand-delivered official transcripts are acceptable provided that they are marked as such and arrive in a sealed envelope with the seal unbroken. Documentation for Daemen College coursework (including grade changes and Incomplete grade changes) is the original class roster bearing the Instructor's signature and the student's final grade.
3. GRADE CHANGES AND CHANGES IN INCOMPLETE GRADES: It is the student's responsibility to assure that the faculty member has officially made the appropriate grade change NO LATER THAN NOON ON THE WEDNESDAY PRIOR TO COMMENCEMENT/DEGREE CONFERRAL.
4. Daemen College's RESIDENCY REQUIREMENT stipulates that ALL PROSPECTIVE GRADUATES (other than participants in Daemen's structured off-site program) MUST COMPLETE THE FINAL SEMESTER'S COURSEWORK (whether full or part time) in residence, i.e., AT DAEMEN COLLEGE. Coursework completed through the cross registration program is NOT considered in-residence. Off-Site program students in their final semester are advised AGAINST CROSS REGISTRATION AND/OR COMPLETEING COURSEWORK AT OTHER INSTITUTIONS AS POTENTIAL TRANSFER CREDIT, since possible delays in receiving official transcripts from the other colleges will postpone the student's graduation/degree conferral. (Refer to #2 above for details regarding official transcripts.) If the Daemen Registrar has not received the official transcripts by NOON ON THE WEDNESDAY PRIOR TO COMMENCEMENT/DEGREE CONFERRAL, the student will NOT be allowed to graduate/have the degree conferred.*
5. Final credit evaluations are completed for all applicants at some point during the final term of study. As this review will take place after the drop/add period, applicants may request completion of a credit evaluation at the beginning of the semester prior to the final term of study. A maximum of one evaluation may be requested annually. The Registrar's Office is the only College department with the authority to verify completion of degree requirements. Credit evaluations are normally sent to the student's Daemen email account.
6. Transcripts or any document which is generally accepted in lieu of a transcript (including the diploma) will not be released for any student whose financial obligation to the College has not been satisfied.

REQUIREMENTS FOR GRADUATION:

1. Completion of all requirements of your degree program.
2. **All College and Academic Departmental requirements for graduation must be satisfied in-full.** Completion of a minimum of 30 credits in-residence, i.e., at Daemen College (Consult the catalogue/Graduate Bulletin/website for definition of in-residence coursework AND your Department Chair for departmental requirements which differ from the 30 credit in-residence policy.)
3. **College and Academic Departmental GPA requirements must be satisfied. College requirement:** Achievement of a minimum of 2.00 cumulative grade point average for undergraduate programs and 3.00 cumulative grade point average for graduate programs. (Consult the catalogue/Graduate Bulletin/website AND your Department Chair for departmental GPA requirements.)

I have read this form and understand College policies as stated in this document. (THIS FORM WILL NOT BE PROCESSED WITHOUT THE STUDENT'S SIGNATURE).

_____ _____
STUDENT'S SIGNATURE **DATE OF SIGNATURE**

*Although graduation/degree conferral cannot occur until ALL degree requirements are satisfied, there are instances when a non-graduating student may be allowed to WALK in the Commencement ceremony and participate in related activities. Specific regulations and deadline dates apply. Consult the Registrar's office for full details.

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