

## WALKER APPLICATION

Non-graduating students IN GOOD STANDING will be allowed to WALK in the August Commencement Ceremony providing they meet all eligibility requirements at the time of the ceremony and have an approved Walker Application on file in the Registrar's Office. If you have already graduated in September or January, you do not need to file this form. Please just RSVP to participate in the Commencement Ceremony.

### Eligibility Requirements:

1. It is possible to complete ALL requirements by **TUESDAY, SEPTEMBER 22, 2020** (transcripts, Incomplete grades, any other outstanding documentation).
2. Student will complete for **September 2020** conferral.
3. You are a student in good standing, with a minimum overall GPA of 2.00 Undergraduate or 3.00 Graduate.
4. You must apply in writing via this form and a completed, signed form must be on file in the Registrar's Office (DS 120) by: **MONDAY, JUNE 15, 2020.**
5. You must show proof of Summer Registration to satisfy all outstanding requirements to the Registrar's Office (DS 120) by: **MONDAY, JUNE 29, 2020**

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

MAJOR/PROGRAM: \_\_\_\_\_

Campus Location (Check One): ☐ Main Campus ☐ Brooklyn Campus ☐ Online

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):

☐ **January** \_\_\_\_\_ For Students Completing requirements from October 1<sup>st</sup> through January 15<sup>th</sup>  
(Year)

☐ **May** \_\_\_\_\_ For Students Completing requirements from January 16<sup>th</sup> through May 31<sup>st</sup>  
(Year)

☐ **September** \_\_\_\_\_ For Students Completing requirements from June 1<sup>st</sup> through September 30<sup>th</sup>  
(Year)

**Registrar's Office use only:**

Moved to:

☐ J \_\_\_\_\_ Year    Initials: \_\_\_\_\_ Date: \_\_\_\_\_

☐ M \_\_\_\_\_ Year \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

☐ S \_\_\_\_\_ Year \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**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.

\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_  
(STUDENT ID NUMBER)

\_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_  
SOCIAL SECURITY # (Only if Student ID Number not given)

(FIRST NAME) \_\_\_\_\_

\_\_\_\_\_  
(MIDDLE OR MAIDEN NAME)

(LAST NAME) \_\_\_\_\_

**ADDRESS TO WHICH YOUR DIPLOMA SHOULD BE MAILED:** (Diplomas will be ready to be picked up in Registrar's Office 6-8 weeks after conferral. We will hold them in office for a two week period to be picked up after that they will be mailed to the address listed below. Please check your Daemen E-mail for notification with pick up details.)

(Street Address) (City) (State) (Zip)

PHONE NUMBER \_\_\_\_\_ **All communication from Registrar's Office will be sent to your Daemen E-mail only**

Please indicate below how you will be completing your outstanding requirements at Daemen. Please note: if you are completing course work Off-Campus, **please use the Off Campus Permission form that is attached below.**

**Outstanding Course Work Completion Plan:**

1.) \_\_\_\_\_  
2.) \_\_\_\_\_

Signature of the advisor and chair signify that the student's Plan of Study is feasible and acceptable to the student's major department.

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Advisor Signature

Department Chair Signature

- Upon filing this form, I understand that I will be included in Commencement-related mailings; THIS DOES NOT CONSTITUTE APPROVAL.
- I understand that my records will be reviewed by the Registrar's Office to verify my status for walking at Commencement, and that I will be notified of eligibility approval or denial.
- I further understand that all such approvals are TENTATIVE, pending meeting the above requirements at the time of the ceremony.
- I understand that if I am not eligible at the time of the ceremony, I will be notified by Registrar Personnel by phone OR by Daemen email.
- Since no degree is being conferred for walkers at the time of the ceremony, no honors will be noted. I FURTHER UNDERSTAND THAT AN APPROVED APPLICATION DOES NOT CONSTITUTE GRADUATION/DEGREE CONFERRAL; rather, it only permits walking in a ceremony.
- If this application is approved, it will become your application for degree for your indicated anticipated completion date.
- 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).

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Student Signature

Date \_\_\_\_\_

## OFF CAMPUS PERMISSION FORM

STUDENT NAME: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_ DATE: \_\_\_\_\_

Major: \_\_\_\_\_

Anticipated Graduation Yr: \_\_\_\_\_

When will the course(s) be taken? (Select one): ☐ Fall 20\_\_\_\_ ☐ Intersemester 20\_\_\_\_ ☐ Spring 20\_\_\_\_ ☐ Summer 20\_\_\_\_

**BEFORE TAKING A COURSE ELSEWHERE, BE CERTAIN THAT YOU HAVE NOT ALREADY COMPLETED A COURSE WITH THE SAME CONTENT AT DAEMEN. CREDIT CANNOT BE GRANTED TWICE FOR COURSES WITH EQUIVALENT CONTENT. CONSULT THE TRANSFER DATABASE ON THE DAEMEN REGISTRAR'S OFFICE WEB SITE:**

[https://my.daemen.edu/offices/registrar/transfer\\_equiv/search.php](https://my.daemen.edu/offices/registrar/transfer_equiv/search.php)

**IMPORTANT: Please read the following for acceptance of off campus courses:**

➤ **NO TRANSFER CREDIT WILL BE GRANTED UNLESS:**

- This request form is submitted to Daemen's Registrar's office, completed in-full, with all required signatures;

**NOTE: The Registrar's office is NOT responsible for securing either required signatures and/or information which is not completed on this form. Incomplete forms are considered void and will be returned to the student. In such instances, the student must resubmit a fully completed and signed form to the Registrar's Office.**

- An official transcript is received in Daemen's Registrar's office and indicates completion of the exact course approved on this form;
- A minimum grade of "C" is earned in course(s) to be transferred (Grades of C- or lower, as well as Pass grades are not acceptable.)

**NOTE: If a grade higher than C in the course is required for your major, such higher grade must be achieved in order to transfer the course.**

➤ **IF TAKING A COURSE FOR CREDIT IN THE CORE:**

- No transfer courses (other than those = to Daemen's CMP101) will satisfy competencies.
- Unless approved in writing by the Core Director, no transfer course will satisfy a portion or in-full the requirements of: Quantitative Literacy (QL), Research & Presentation (RP), Service Learning (SL), Writing Intensive (WI).

➤ **RESIDENCY REQUIREMENT:** Daemen students are required to complete a minimum of 30 credits of course work at Daemen. Depending upon a student's major, additional credits beyond 30 **AND** specific course work may require completion at Daemen.

Consult the Academic Programs section of the web site, or your Advisor, or Department Chair for full details on departmental in-residence course work requirements. **Academic Programs available on the web at:**

<https://catalog.daemen.edu/undergrad/academic-programs/>

- Grades for transferred courses are not reflected on the Daemen transcript, nor are they included in GPA calculations appearing on the Daemen transcript. RE: ADMISSION TO UPPER DIVISION/PROFESSIONAL PHASE OF PROGRAMS: Grades for courses taken off campus as part of requirements for admission to upper division/professional phase may be factored into GPA calculations. Consult your Department Chair for clarification.
- Daemen is on a semester hour system. Some institutions are on a quarter system, i.e., 1 quarter hour = 2/3 of a semester hour. Students should be certain that courses being transferred will carry the appropriate credit hours.
- **SUMMER STUDY:** Including off campus and Daemen courses, a student may receive credit for a **maximum** of 15 credits in total for summer study.
- **SEMESTER STUDY:** If you are a matriculated student and you plan to take a course off campus at a WNY College/University in a semester in which you will be carrying at least 12 credits at Daemen, you may be eligible to participate in the Cross Registration Program. Cross Registration may save you from paying tuition and transcript fees at a participating institution. Consult the Cross Registration site on the Registrar's web page, or the Registrar's office, for details:

<https://www.daemen.edu/academics/registrar/cross-registration-procedures>

INSTITUTION WHERE COURSE(S) WILL BE TAKEN	COURSE PREFIX AND NUMBER	COURSE TITLE	CREDIT COURSE CARRIES	CREDIT TO BE ACCEPTED	FOR COURSES IN THE TRANSFER DATABASE: INDICATE THE EQUIVALENT DAEMEN COURSE REFERENCED IN THE DATABASE

**TO BE COMPLETED BY THE CHAIR OF THE DAEMEN DEPARTMENT OFFERING THE EQUIVALENT COURSE FOR ANY COURSE(S) NOT IN THE TRANSFER DATABASE:**

Indicate the equivalent Daemen course: \_\_\_\_\_

Do you wish to add the course and its Daemen equivalent to the Transfer Database? ☐ YES ☐ NO

Department Chair's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date