



### **SEPTEMBER AND JANUARY GRADS**

Degree conferral is the date on which the College bestows a degree upon a student. This date is that which appears on the diploma. Degree conferral takes place only upon **completion in-full of all degree requirements.**

**Degrees are conferred 3 times annually:**

- ▶ **January 15**
- ▶ **May (date changes annually – consult the Academic Calendar)**
- ▶ **September 30**

#### **PLEASE NOTE:**

- A. **DOCUMENTATION ON THE STUDENTS' RECORD OF DEGREE COMPLETION AND DEGREE CONFERRAL:** Upon the Registrar's verification of completion of degree requirements, the student will be added to the Commencement list and the Daemen College transcript will indicate the date of degree completion (month, day and year on which requirements were completed) and the date of degree conferral (month and year).

Once a student has been added to the Commencement list, he/she will be added to the distribution list for all related information released via email and/or regular mail\*

- B. **RELEASE OF DIPLOMAS:** Diplomas will be released approximately 8-12 WEEKS following the degree conferral date. The diploma will state the appropriate degree conferral date (September 30 OR January 15).
- C. **COMMENCEMENT CEREMONY:** No separate Commencement ceremony is held for students who have the degree conferral date of September 30 or January 15. These students are eligible to participate in the upcoming May Commencement ceremony.\*
- D. **TEACHER CERTIFICATION:**
1. **ALL GRADUATES APPLYING FOR NYS CERTIFICATION:** Consult Daemen's Education Department for details 716-839-8350.
  2. **GRADUATES APPLYING FOR A TEACHING CERTIFICATE IN OTHER STATES IN THE USA:** Provided that all required forms and fees have been submitted to the Registrar's office, AND that an authorized release may be secured (by the Registrar) from the Student Accounts Office, teacher certification applications will be processed within a reasonable time period after the record indicates completion of all degree requirements.
  3. **GRADUATES OF THE BROOKLYN PROGRAMS:** Consult Daemen's Office of Special Programs in Education: 716-839-8217
- E. **PROFESSIONAL LICENSURE:** Provided that all forms are submitted to the Registrar's Office and that an authorized release may be secured (by the Registrar) from the Student Accounts Office, applications for licensure will be processed based upon date of completion of requirements and/or degree conferral. Issuance of forms will take place within a reasonable time period after the record indicates completion of all degree requirements.
- F. **TRANSCRIPTS:** Transcripts, verifying completion of degree requirements and degree conferral, are issued only at the written permission of the student. Official transcripts may be sent to outside parties; students generally receive a student copy. Faxed requests are acceptable, provided that they bear the student's signature. Access the transcript request form and transcript fee information at the Transcripts menu option: <http://www.daemen.edu/academics/registrar/transcripts>

Transcripts and/or letters of verification of status are not released for any student who has not met his/her financial obligations to the College. Should this be the case, the student will be notified by the Registrar's Office. Inquiries regarding financial status should be directed to the Office of Student Accounts (716-839-8213, [student\\_accounts@daemen.edu](mailto:student_accounts@daemen.edu)).

Transcripts are issued within 3-5 business days of receipt of one's request. Transcript processing time may be longer at the beginning and the end of terms.

Questions regarding the information noted above should be directed to the **Office of the Registrar**, TEL: 716-839-8214; FAX: 716-839-8343; [registrar@daemen.edu](mailto:registrar@daemen.edu)

**\*Commencement mailings and ceremony participation does not pertain to those students who applied and received authorization to "walk" in a previous year's Commencement ceremony as non-graduating students.**