WALKER APPLICATION

Non-graduating students IN GOOD STANDING will be allowed to WALK in the May 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. You do not need to file this form if you have already graduated in September or January. Please just RSVP to participate in the Commencement Ceremony.

Eligibility Requirements:

1.   No more than TWO courses OR final, clinical/professional rotation(s) as scheduled by your Department, are outstanding. (For this purpose, a lecture and lab count as one course.)

2.   It is possible to complete ALL requirements by **TUESDAY, SEPTEMBER 22, 2026** (transcripts, Incomplete grades, student teaching, all clinical experiences required of the program, and any other outstanding documentation).

3.   Student will complete for **September 2026** conferral.

4.   You are a student in good standing, with a minimum overall GPA of 2.00 Undergraduate or 3.00 Graduate.

5.   You must apply in writing via this form and a completed, signed form <u>must</u> be on file in the Registrar s Office (DS 120) by: **MONDAY, APRIL 27, 2026.**

6.   You must show proof of Summer Registration to satisfy all outstanding requirements to the Registrar s Office (DS 120) by: **MONDAY, APRIL 27, 2026.**

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

MAJOR/PROGRAM: _____

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

MY NAME AS I PREFER IT TO APPEAR ON THE DIPLOMA: Print one letter in each space. Leave a space blank if a space is required. All letters will be **capitalized** on the diploma. *Please note: Your diploma name does not need to match the name on your academic record. Changes to your name on this form do not automatically update the name on your academic record. Changes to your academic record name must go through our name change process.*

____/____/____/____/____/____/____
(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 the 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. Please note that additional fees may apply for international shipping. The Registrar's Office will reach out to coordinate international shipping 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 coursework Off-Campus, **please use the Off-Campus Permission form that is attached below.**

Outstanding Course Work Completion Plan:

1.) _____

2.) _____

The signature of the advisor and chair signifies that the student's Plan of Study is feasible and acceptable to the student's major department.

_____   _____
                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 e-mail.
- 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 the September conferral. You do not need to apply again for September.
- Students are only permitted to participate in one commencement ceremony per degree program.
- I have read this form and understand University policies as stated in this document. (THIS FORM WILL NOT BE PROCESSED WITHOUT THE STUDENT'S SIGNATURE OR THE ADVISOR AND DEPARTMENT CHAIR APPROVAL).

_____   _____
                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

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 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 coursework at Daemen. Depending upon a student's major, additional credits beyond 30 <u>AND</u> specific coursework may require completion at Daemen. Consult the Academic Programs section of the website, or your Advisor, or the Department Chair for full details on departmental in-residence coursework requirements. **Academic Programs are available on the web at:**
  https://catalog.daemen.edu/undergrad/academic-programs/
- ➢ Grades for transferred courses are not reflected on the Daemen transcript nor 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 the 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 the 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) <u>NOT</u> 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**