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 #120). Once your application is filed, access our web page, http://www.daemen.edu/academics/registrar click on Graduation Info, for further information on graduation.

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 1st through January 15th
(Year)

□ **May** _____ For Students Completing requirements from January 16th through May 31st
(Year)

□ **September** _____ For Students Completing requirements from June 1st through September 30th
(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**

COMMENCEMENT POLICIES:

1. Students satisfying all degree requirements must complete and submit the Application for Degree form to the Office of the Registrar by the deadline specified by the Registrar.
2. Official documentation for all completed coursework must be received by the Registrar NO LATER THAN NOON ON THE TUESDAY 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 completed grade change form bearing the Instructor's signature and the student's final grade.
3. Final credit evaluations are completed for all applicants at some point during the final term of study and the student will be notified of his/her status for graduation via his/her Daemen email account. The Registrar's Office is the only College department with the authority to verify completion of degree requirements. As this review will take place after the drop/add period, it is strongly recommended that applicants run their evaluation on Self-Service; should they see any problems with their status for graduation, they should contact the Registrar's Office immediately.
4. 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.
5. Diplomas mailed to the address completed on this form. Any address outside of the US may incur additional mailing charges.

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 online Catalog /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 on line Catalog/ 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