**September, January and May Graduation Checklist**

* Review your Program Evaluation online
* Any questions about your evaluation please see your Faculty Advisor and/or Program/Department Chair.
* In order to graduate you **MUST** fill out an Application for Degree through Self-Service.
* Taking courses off campus to complete your degree,
  + You must have submitted an[**Off Campus Course** **Form**](https://www.daemen.edu/sites/default/files/off_campus_perm_form_0.pdf)
  + Request the transcript to be sent to Daemen upon completion of course
  + Transcript **must** be in the Registrar's Office by:
    - **Tuesday, May 23, 2023 for May 2023 conferral**
    - **Tuesday, September 26, 2023 for September 2023 conferral**
* An Incomplete grade in a course needs to be complete and graded by**:**
  + - **Tuesday, May 23, 2023 for May 2023 conferral**
    - **Tuesday, September 26, 2023 for September 2023 conferral**
* Review your Daemen email on a regular basis.  We will be informing you of your graduation status as well as any additional commencement information you may need.