**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.pdf>
	+ Request the transcript to be sent to Daemen upon completion of course
	+ Transcript **must** be in the Registrar's Office by:
		- **Tuesday, September 28, 2021 for September 2021 conferral**
		- **Tuesday, January 11, 2022 for January 2022 conferral**
* An Incomplete grade in a course needs to be complete and graded by**:**
	+ - **Tuesday, September 28, 2021 for September 2021 conferral**
		- **Tuesday, January 11, 2022 for January 2022 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.