

Graduation Frequently Asked Questions ~ Graduate Students

If I have questions about graduation and I do not find the answers here, whom should I contact?

Student Records & Financial Services Center

Bagen Hall Room 106

Hours: M-F 8:30am – 5pm

Phone: 1.716.888.2600

Toll Free: 1.800.278.9833

E-mail: studentservices@canisius.edu

What are the deadlines for submitting my Application for Graduation? When will my diploma be available?

Degree Requirements Completed in **May**:

Application due: **December 1**

Diploma available: **At May commencement**

Degree Requirements Completed in **August**:

Application due: **August 1**

Diploma available: **Approx. August 31**

Degree Requirements Completed in **December**:

Application due: **December 1**

Diploma available: **Approx. February 1**

I am not ready to graduate. Why am I seeing information about graduation?

You are seeing this information because you have earned 15 or more credit hours towards your degree program. If you are not ready to graduate, simply ignore the messaging until you are close to completing your degree.

Will I receive information in the mail or by e-mail regarding graduation?

No, we do not contact students individually. All communication about degree conferral, diplomas and graduation is handled through MyCanisius. Please log in regularly for important information about next steps.

When is the commencement ceremony?

Academic programs are listed in the [catalog](#) by school. Your school determines which ceremony you will attend – either the College of Arts and Sciences ceremony (AS), or the Schools of Education and Business ceremony (ED/BU). Both ceremonies take place on May 18, 2024. Specific information about your ceremony can be found at <https://www.canisius.edu/student-experience/commencement>.

I have finished or will finish my degree requirements in the summer. Is there a graduation ceremony for students like me?

There is not a separate ceremony for students who complete degree requirements in the summer. However, as long as you did not attend last year's graduation ceremony, you are entitled and encouraged to attend the May ceremony. Even though you will not be registered for classes, you will still have access to MyCanisius. Please log in regularly in the fall and spring semesters for important

information about next steps for graduation. We do not contact students individually by mail or e-mail about graduation.

I have finished or will finish my degree requirements in the summer. How do I get my diploma?

Diplomas will be available on August 31 (or the first business day thereafter) in the Student Records & Financial Services Center, Bagen Hall Room 106. You may either come to our office to pick up your diploma (please bring picture ID) or you may call 716.888.2600 after that date and request that it be mailed.

I have finished or will finish my degree requirements in December. Is there a graduation ceremony for students like me?

There is not a separate ceremony for students who complete degree requirements in December. However, you are entitled and encouraged to attend the May ceremony. Even though you will not be registered for classes, you will still have access to MyCanisius. Please log in regularly in the spring semester for important information about next steps for graduation. We do not contact students individually by mail or e-mail about graduation.

I have finished or will finish my degree requirements in December. How do I get my diploma?

Diplomas will be available on February 1 (or the first business day thereafter) in the Student Records & Financial Services Center, Bagen Hall Room 106. You may either come to our office to pick up your diploma (please bring picture ID) or you may call 716.888.2600 after that date and request that it be mailed.

I am completing my degree but am not planning to attend the graduation ceremony. Do I still need to complete the Application for Graduation?

Yes, you need to complete the application so that we know to order a diploma for you and add you to the list for degree conferral.

I will not be finished with my degree requirements by May. Can I still attend the graduation ceremony?

If you will complete your remaining requirements in either the summer semester or the fall semester after the May ceremony, then you are eligible to attend graduation. You should submit an Application for Graduation and indicate the semester in which you plan to complete your degree requirements, NOT the semester of the graduation ceremony.

At graduation you will walk across the stage like everyone else and receive an empty diploma cover. However, you will not receive your diploma nor will your degree be conferred until you finish all your degree requirements.

I am in an Advanced Certificate program. Do I need to submit an Application for Graduation?

Yes, you must apply to have your Advanced Certificate awarded and so that we know to endorse you to the New York State Department of Education for certification in your subject area.

I am in an Advanced Certificate program. Am I eligible to attend graduation?

Yes, you are eligible to attend graduation. However, there is no separate regalia for those earning Advanced Certificates. If you plan to participate in graduation, you will need to wear a cap and gown. If you do not have your own, you can order regalia through the bookstore by calling 716.888.2335.

I will finish the requirements for my Advanced Certificate this May but I am not planning to attend the graduation ceremony. Do I still need to complete the Application for Graduation?

Yes, you need to complete the application so that we know to prepare your Advanced Certificate and so we add you to the list of students pending for conferral of Advanced Certificates.

I have a hold on my account. Can I still submit my Application for Graduation?

Yes, you can submit an Application for Graduation.

I have a hold on my account. Can I still attend graduation?

Yes, you can still attend graduation. However, you will not receive your diploma or Advanced Certificate until your hold is cleared. For information on resolving your hold, please email studentservices@canisius.edu or call 716.888.2600.

I am completing my degree requirements in May but I missed the December 1 deadline for submitting my Application for Graduation. What should I do?

Please submit your application on-line as soon as possible. Unless you are truly submitting your application at the last minute, this should not be a problem except that, depending on the date, you may have missed the deadline for your name to appear in the commencement program. However, your name will be announced as you walk across the stage at the ceremony. If you have questions or concerns, please call the Student Records & Financial Services Center at 716.888.2600 or e-mail studentservices@canisius.edu

I have finished or will finish my degree requirements in the summer but I missed the August 1 deadline for submitting my Application for Graduation. What should I do?

Please submit your application on-line as soon as possible. The conferral date for students who complete their requirements in the summer is August 31. Unless you are truly submitting your application at the last minute (for example the last week in August), this should not be a problem. However, if you have questions or concerns, please call the Student Records & Financial Services Center at 716.888.2600 or e-mail studentservices@canisius.edu

I have finished or will finish my degree requirements in December but I missed the December 1 deadline for submitting my Application for Graduation. What should I do?

Please submit your application on-line as soon as possible. The conferral date for students who complete their requirements in December is February 1. Unless you are truly submitting your application at the last minute (for example the last week in January), this should not be a problem. However, if you have questions or concerns, please call the Student Records & Financial Services Center at 716.888.2600 or e-mail studentservices@canisius.edu

How many tickets does each student get for graduation?

Each student will be given four (4) tickets for their graduation ceremony. Additional tickets can be requested but are not guaranteed. You do not need a ticket for yourself.

Can I get additional tickets for graduation?

When you check out for graduation, you will have the option to order additional tickets for your graduation ceremony. You might also want to check with friends who may not be using all their tickets.

I will not be on campus to pick up my graduation tickets. Can they be mailed to me?

No, we will not mail graduation tickets under any circumstances. However, you can arrange for someone else to pick up your tickets as long as they bring picture ID. To do this, please send an e-mail to studentservices@canisius.edu telling us whom you authorize to pick up your tickets. Tickets must be picked up in the Student Records & Financial Services Center, Bagen Hall Room 106, no later than 5:00 p.m. on the day before graduation.

What does “checking out for graduation” mean?

For Master’s degree recipients: This is when you tell us whether or not you plan to attend the commencement ceremony. At the end of the checkout process, you will be able to print out your Cap & Gown Authorization form to take to the bookstore. If you do not check out for graduation, you will not be able to get your cap and gown and we will not reserve a seat for you at the ceremony. If you do not have the Cap & Gown Authorization form, the bookstore will not give you your cap and gown.

For Advanced Certificate recipients: This is when you tell us whether or not you plan to attend the commencement ceremony. If you do not check out for graduation, we will not reserve a seat for you at the ceremony. *Advanced Certificate students participating in commencement are expected to wear a cap and gown. If you do not have your own, you can order regalia through the bookstore by calling 716.888.2335.*

Is there a charge for my cap and gown?

No, there is no charge for your cap and gown. The cost is covered by your student fees. *Advanced Certificate students are not provided with a cap and gown but are expected to wear one at commencement. If you do not have your own, you can order regalia through the bookstore by calling 716.888.2335.*

I already ordered my cap and gown online. Why am I still seeing the cap and gown ordering information?

Because you ordered your cap and gown from an external website, we do not know about your order. If you have already ordered your cap and gown, please ignore the message.

I ordered my cap and gown online. What do I need to take with me to the bookstore when I pick them up?

You will need the pre-order voucher from Josten’s and your Cap & Gown Authorization form which you will print out at the end of the graduation checkout process. If you do not have the Cap & Gown Authorization form, the bookstore will not give you your cap and gown.

I missed the deadline to order my cap and gown online. What should I do?

If you did not pre-order your cap and gown, that’s all right – the bookstore always orders extra quantities. Once you see the message indicating that students can begin picking up caps and gowns, just go to the bookstore with your Cap & Gown Authorization (you print this out at the end of the graduation checkout process). If you do not have the Cap & Gown Authorization form, the bookstore will not give you your cap and gown.

I ordered my cap and gown online but I will not be on campus in the spring semester to pick them up. Can they be mailed to me?

Yes, however you must pay the shipping costs (there is no charge for the cap and gown itself). To make arrangements to have your cap and gown mailed to you, please call the bookstore at 716.888.2335.

How do I know where to be when for graduation?

After you check out for graduation, you will be able to view or print a document with detailed information on where to be when for graduation. General information about days and times for the May ceremonies can be found at <https://www.canisius.edu/student-experience/commencement>.

I will finish my degree requirements or the requirements for my Advanced Certificate in May. How and when will I get my diploma or Advanced Certificate?

Diplomas and advanced certificates will be distributed at the commencement ceremony. For those not attending, diplomas and advanced certificates will be available the Monday following the graduation ceremony in the Student Records & Financial Services Center, Bagen Hall Room 106. You may either come to our office to pick up your diploma (please bring picture ID) or you may call 716.888.2600 after that date and request that it be mailed.

When I submitted my Application for Graduation I indicated that I would finish my requirements in May. Now I will be completing my requirements over the summer. What should I do? Can I still attend the graduation ceremony?

Please call the Student Records & Financial Services Center at 888.2600 or e-mail us at studentservices@canisius.edu so that we can adjust your record. You may still attend the May ceremony. At graduation you will walk across the stage like everyone else and receive an empty diploma cover. However, you will not receive your diploma nor will your degree be conferred until you finish all your degree requirements.

When I submitted my Application for Graduation I indicated that I would finish my requirements in May. Now I will be completing my requirements in the fall. What should I do? Can I still attend the graduation ceremony?

Please call the Student Records & Financial Services Center at 888.2600 or e-mail us at studentservices@canisius.edu so that we can adjust your record. You may still attend the May ceremony. At graduation you will walk across the stage like everyone else and receive an empty diploma cover. However, you will not receive your diploma nor will your degree be conferred until you finish all your degree requirements.

I have already completed the Cap & Gown Survey. Why am I still seeing the message about completing the survey?

Because the Cap & Gown Survey is completed outside of the MyCanisius portal, we do not know whether or not you have completed this step. If you have already responded to the survey, just ignore the message