

FREQUENTLY ASKED QUESTIONS ABOUT DEGREE CONFERRAL

- 1. *What is it?*** Degree Conferral is the term that is used when you have completed your requirements and your record is sealed in a graduated status.
- 2. *What happens after I apply?*** Your application triggers a review of your degree progression by your program/advisor. If we are alerted that you are not approved and have additional requirements to fulfill, you will be notified via email by the University Registrar's Office. If you have questions about whether or not you have met all of your requirements, please direct them to your advisor. Nothing is final until all grades are posted to your record and incomplete grades are satisfied resulting in a posted grade.
- 3. *Is this the same as the Commencement Ceremony?*** No. GRADUATION is a term that means 2 things at Chatham University: 1) you have completed your requirements and your record is sealed in a graduated status. This is called degree conferral. 2) You walk in a ceremony with your peers. This is called commencement. **STUDENTS MUST TAKE THE ACTION OF APPLYING FOR BOTH OF THESE THINGS.** The Commencement Ceremony is handled by the Academic Affairs Office located in Mellon. **NOTE: if you are planning to participate in the commencement ceremony you must register for it. Look for the "Commencement Register Now" Button on myChatham which will be available approximately 2 months before the ceremony. This is not mandatory. Please direct questions to commencement@chatham.edu.**
- 4. *What are the official conferral days?*** Chatham confers degrees on the following days: May 30, August 30, and December 30 (June and July are restricted for specific student groups. June 30 is reserved for Occupational Therapy students and July 30 is reserved for Physician Assistant students). This office cannot verify that a student has graduated until after the official date.
- 5. *What date do I choose?*** The act of conferral essentially seals a student's record. Students cannot be conferred until all grades have been posted to the record and incomplete grade contracts have been satisfied resulting in a posted grade. Since all coursework must be completed, students cannot be registered for courses whose last day falls after the date of conferral (see above).
- 6. *What if I apply and then I need to change my date?*** Please log onto your application. If the date you seek is available then you may choose it. If the date you seek is not available, then you must submit a **RETROACTIVE PETITION FORM** requesting a Degree Conferral Date Change. This form can be accessed on myChatham/ Documents and Forms type Retroactive in the search bar. It can also be downloaded directly from the application page. **IF APPROVED: the registrar's office will be able to adjust your application to reflect the conferral month you've indicated. You will be notified via email when this action has taken place. REQUESTS MUST BE RECEIVED 30 DAYS PRIOR TO THE DATE OF CONFERRAL (1st of month) - NO EXCEPTIONS!**

- 7. Does editing my application change my official Chatham Record?** No. The application is NOT connected to the school's database, therefore any information entered onto your application is not reflected on your permanent record. For instance, a name change requires a form and must be submitted to financial aid.
- 8. My Major or Minor are not correct on my application?** Never fear! You can go ahead and apply. Our office has the ability to edit your application. Be sure to discuss this with your advisor/program director and submit a DECLARATION FORM from myChatham listing the corrections. As a final check, our office uses the degree review paperwork submitted by your advisor/program director and makes any necessary adjustments before printing diplomas.
- 9. If I have paid for my application once and need to change my date, will I have to pay again?** No.
- 10. If I have missed the deadline are there additional fees associated with applying?** No.
- 11. My account is on hold, can I still apply or change my conferral date?** Yes.
- 12. Can I edit my application?** YES! Log into your application and hit the RESUBMIT BUTTON at the bottom of the page. You will not be charged again. Students may change personal information only (address and name on diploma) you should be very careful when filling out your application as some of this information pulls directly on to your diploma. Additionally, the application will ask for the address you wish your diploma to be mailed to. If you need to change this at any time, you can access your application by hitting the resubmit button. Your application is separate from your official record at Chatham.
- 13. What if I need to change the address my DIPLOMA is mailed to?** You must log back in to myChatham and update this on your application. Log into your application and hit the RESUBMIT BUTTON at the bottom of the page. Students may change personal information only (address and name on diploma) you should be very careful when filling out your application as some of this information pulls directly on to your diploma. Your application is separate from your official record at Chatham. This must be changed before your conferral date.
- 14. I am taking a Maymester Course, can I graduate in May?** Students taking Maymester courses can be conferred in May. The official conferral date is May 30. All grades must be on hand before this action can take place.
- 15. How long will my Chatham log in be active after graduating?** One year. Please contact the IT Help Desk with any questions/concerns (412) 365-1112.