Stony Brook University
School of Professional Development

ADVANCED GRADUATE CERTIFICATE GRADUATION APPLICATION

PERSONAL INFORMATION

Name:_____
(Enter the name under which your University records are maintained)

Stony Brook ID#_____ Email Address:_____

GRADUATION INFORMATION

Expected Graduation Date: If you are uncertain as to the date, please review our graduation web site http://www.stonybrook.edu/spd/current/graduation.html.

☐ December (Fall) ☐ January (Winter) ☐ May (Spring) ☐ August (Summer) Year _____

Check the appropriate *Advanced Graduate Certificate* Box:

☐ Coaching ☐ Educational Computing ☐ Higher Education Administration ☐ Human Resource Management

☐ Industrial Management ☐ Information Systems Management ☐ Environmental Management (*formerly Waste Management*)

Are you also in a Master's Degree program? Circle one: **Yes No
**If yes, which Master's program_____
IMPORTANT: You must submit a separate graduation application for your Master's degree.

Educational Leadership *Post-Master's Advanced Graduate Certificate* programs (check appropriate box):

☐ Educational Leadership (SDL and SBL) ☐ School District Business Leadership

DEGREE / CERTIFICATE INFORMATION

Clearly print your name as you wish it to appear on your certificate:

_____
First Middle Last

Note: The name that appears as your primary/legal name on all university records and documents will be the name that is required to appear on the certificate. Slight variations, such as full middle name, a Jr., or III, will be acceptable. However, requests for preferred names, such as nicknames or maiden names to appear on the certificate will not be honored if such name is not your legal name on university records.

Mail Certificate To (If this a permanent change of address indicate effective date of change):

_____
No. & Street Apt. City State Zip

Home Telephone:_____Cell:_____

IMPORTANT INFORMATION

If you do not choose to participate in a graduation ceremony, you are still required to submit an application for graduation for *each* program that you are graduating from. Your degree/certificate cannot be awarded if you do not apply for graduation.

Please remember participation in University Commencement activities is optional. Tickets for the University Commencement Ceremony may be ordered through the SOLAR system. The deadline to receive University Commencement tickets changes each semester, so be certain to check SOLAR for the most up to date information.

Degrees will reflect on your transcript 2-4 weeks after the final day of the semester provided that all of your grades are posted and you have met all of the degree requirements. Diplomas will be mailed out approximately 6-10 weeks after the degree is posted in SOLAR.

You may return this form via Email, Mail or Fax to:
School of Professional Development (SPD)
2321 Computer Science Building
Stony Brook, NY 11794-4434
Tel: 631.632.7055 Fax: 631.982-7311
Email: spd_graduationandcertification@stonybrook.edu
Graduation Web Page: http://www.stonybrook.edu/spd/current/graduation.html