GRADUATION REQUIREMENTS...
To be considered for graduation, you must achieve the following by April 16:

- Defend your thesis satisfactorily.
- File the completed official signature sheet in the Graduate Office.
- Deposit at least one completed thesis document (see Handbook for full deposit requirements).
- Complete a “Survey of Earned Doctorates” from NIH (if the degree is Ph.D. or MD/Ph.D.) and file it in the Graduate Office.
- Satisfactorily remediate any academic deficiencies.
- Be in good standing (i.e., not on academic or clinical or disciplinary probation at the time of graduation).
- Have no disciplinary charges can be in progress or pending.
- Satisfy all financial obligations due SUNY-HSCB.
- Satisfy all required course work.
- Satisfy teaching requirement.
- Pay commencement fee to the Bursar’s Office.

LIBRARY FINES
Unpaid fines will result in a borrower’s being blocked from checking out further materials and may cause a delay in graduation. Overdue fines may be paid by cash or check at the Bursar’s Office. Any student who has not met all financial and administrative obligations to the institution will not receive his or her diploma until cleared by the appropriate office.

STUDENT LOAN EXIT INTERVIEWS
Office of Financial Aid: Prior to graduating, if you have borrowed a Stafford loan while attending SUNY-HSCB, you are required to attend a loan exit counseling session conducted by the Office of Financial Aid. Call the office at (718) 270-2488 to make an appointment.

All students who have borrowed through campus-based loan programs (Perkins, PCL, LDS, & NSL) are required to have an exit interview prior to graduation. If you have not heard from the Bursar’s Office by the end of March, or you will not be on campus during the spring semester, call (718) 270-1078 to arrange for an appointment.

APPLICATION FOR DIPLOMA AND COMMENCEMENT REGISTRATION FORM
The first step in preparing for graduation is filing a Graduation Application (attached).

The diploma is ordered with your name as it appears in your student record. You may elect to use your middle name or initial on the Application without submitting official documentation. If you anticipate formally changing your name before completing the requirements for the Ph.D. degree, and you wish your new name to be reflected on your diploma, you must present official documentation (e.g., marriage certificate, naturalization papers, etc.) to the Graduate Office by January 20, 2012. If your name becomes official after the January 20th deadline, you will be required to submit official documentation of the name change prior to receiving your diploma. Any questions regarding this procedure should be directed to the Registrar of the School of Graduate Studies. Diplomas are ordered in your official name at the time of graduation. Diplomas will not be ordered with a name that changes officially AFTER the graduation date. Those students who defend their thesis prior to December in any given year may be eligible to receive their diploma in February with a December 31 (of the prior year) graduation date. Please see Ed Throckmorton for specifics.

Complete the sections Curriculum Selection, Graduation Year Selection, and Diploma Name Selection on the Graduation Application, whether or not you intend to participate in the Commencement Exercises. Complete the section Ceremony Information if you intend to participate in the Commencement Exercises. The Application must be completed and turned in by January 20, 2012. You will be able to print out a Graduation Application Summary following the completion of the application. The graduation fee for all graduating students is $40. Students pay this fee to the Bursar’s Office at their final registration or after having defended their thesis. This is a one-time fee, if you pay it and do not complete until a later period, you will not be charged again.

Traditionally, Doctor of Philosophy students are hooded by their faculty advisor. If you would like for your advisor to hood you at graduation, please make sure that he/she plans to attend. If your advisor will not be attending, there will be a stand-by faculty hooder for Commencement.

Alternately, you may have a “special hooder” if your parent, spouse or sibling holds a Ph.D. No other requests will be considered. You may have only one hooder. To request a special hooder, please complete the Special Hooder section on your Application for Diploma and Commencement Registration Form and the attached Special Hooder form. Submit the Special Hooder form and ALL required information to the Graduate School, with a check for $45 to “SUNY Downstate TA 10” by January 20, 2012. Special Hoods will be allowed to participate if they adhere to this deadline. We will mail additional confirmation and instructions to special hoods. If your special hooder has not received confirmation by March 31, 2012, contact Meg O’Sullivan at (718) 270-3294. On commencement day, all hooders will be seated on stage at Carnegie Hall and will not require tickets. They must report to the 161 West 56th Street entrance at 2:30 p.m. where they will pick up their academic attire and robe.

INVITATIONS & TICKETS
All participating students will receive 7 tickets for general admission into Carnegie Hall. Requests for additional tickets must be submitted on your commencement registration form and will be accommodated based on availability. All tickets and invitations must be picked up in person from Ed Throckmorton and will be available beginning early March 2012.

ACADEMIC ATTIRE
Graduation candidates who wish to participate in Commencement are required to wear academic attire and to march in the academic procession. Academic Attire will be distributed in the lobby of 811 New York Avenue on Thursday, May 24, 2012 from 11:30 am until 2:30 pm. In order to pick up your attire you must bring your student I.D. card; fill out information for the professional photographer; and MD/Ph.D.s...
must empty their campus mailbox and hand in their mailbox key. Lost keys require you to go to the Bursar's office and pay a $20 replacement fee.

CEREMONIES & CELEBRATIONS - AWARDS DAY
Thursday Afternoon May 24, 2012 3:00 pm Alumni Auditorium
No tickets are required
At the Awards Day Program, the University will recognize outstanding graduating students with a variety of College and departmental awards. All graduating students are encouraged to attend. Parents and spouses of students receiving awards are also invited. A reception in the Grove will follow.

COMMENCEMENT EXERCISES
Wednesday May 30, 2012 3:00 pm Carnegie Hall
Tickets are required for guests only
The School of Graduate Studies will honor the Class of 2012 at its Commencement Exercises. The ceremony includes the academic procession, greetings from the President, a speaker from your class, the College of Medicine graduation, and the Commencement speaker. Each graduating student walks across stage and is recognized by name. Academic attire is required.

WHAT TO EXPECT COMMENCEMENT DAY
All graduates must report with their academic attire no later than 2:30 p.m. to the 161 West 56th Street (stage) entrance. You will not be returning to your robing area. Do not carry personal belongings with you. Promptly at 2:45 p.m. the Faculty Marshals will begin to line you up for the processional. MD/Ph.D. students will be lined up with the Ph.D. students. Because of the starting time of the Commencement Ceremony, you are strongly encouraged to travel to Carnegie Hall by public transportation. You may take the Q,N,R or W trains to 57th Street, or any train that goes to Columbus Circle (59th Street and 8th Avenue, the 1,2,A,B,C or D trains) and walk to 56th Street.

GUESTS
All guests will enter through the front entrance on 57th Street and 7th Avenue. They will not be permitted to enter through the stage entrance with you. Guests will not be permitted to enter the Hall before 3:00 pm, so keep that in mind if you want them to hold any personal belongings.

Guests will be permitted to enter Carnegie Hall beginning at 3:00 pm. Once the faculty and student procession begins, guests who are not already in the Hall will not be permitted to enter the Hall until the graduates and the faculty are seated. Since all seating is general admission, seats will be taken on a first come, first served basis. As the Hall fills up, areas will be closed off and guests arriving will be directed to seating that is available. Please plan accordingly. To maintain the dignity of the ceremony, the guests will be asked by the ushers to keep the aisles clear.

AWARDING OF DEGREES
During the ceremony, each candidate will have his/her name and a synopsis of the thesis project read aloud, will walk across the stage, shake hands with the President and the Dean of the School of Graduate Studies and be hooded on stage. Synopses will be gathered in early May by the School of Graduate Studies. Graduates will not be permitted to bring or carry children with them on stage.

PHOTOGRAPHY INFORMATION
It is recognized that many of the guests wish to have photographs showing their student during the time that they are on stage receiving their diplomas. We have contracted a professional photographer to be on stage to photograph each candidate as s/he shakes hands with the President. Should you wish to purchase the photo, fill out the photography card which you will receive when you pick up your academic attire. Because your guests may wish to take their own photographs as well, the following accommodations have been made. We ask that only one guest or member of your family leave his/her seat to take the picture. We also ask that your guest remains seated until you have approached the stage stairs. At this time, your guest should proceed to the rear of the Hall, turn left and walk down the extreme right aisle (now facing the stage) near the wall. Guests not seated on the Parquet level will not be permitted to take pictures from the Parquet level. Downstate staff ushers will meet all guests and ask them to provide the name of the graduate whom they wish to photograph. Since the graduates are announced in alphabetical order, your guest will be allowed to enter one of the first few rows and take a seat close to the stage. After they have taken your picture, they will be asked to return to their seat. From their seats, guests will be permitted to use hand-held, self-contained home video equipment using only the existing lighting in the hall. They may not stand in the aisles at any time to take pictures or videos. Balloons are not permitted in Carnegie Hall. Please be sure to share all Commencement information with your guests and make arrangements where you will meet outside of Carnegie Hall after the ceremony. Please share this information with your guests!

STAYING CONNECTED...
Your connection to the SUNY Health Science Center at Brooklyn does not end when you receive your diploma. After graduation, you are welcome to stay in touch and stay involved. The Alumni Association of the School of Graduate Studies invites all to participate and all Alumni are invited to return each year for Annual Research Day.