

SCHOOL LEADERSHIP

GRADUATION APPLICATION PROCESS:

- **The deadline for submission of graduation applications are as follows:**
 - **January 2012 Graduates: November 15th, 2011**
 - **June 2012 Graduates: May 1, 2012**
 - **September 2012 Graduates: July 15th, 2012**

- **Application must be submitted upon registering for EDU 698 (The 2nd half of the internship):**
 - School Leadership Programs**
 - Suite 309**
 - 43 West 23rd Street**
 - New York, NY 10010**

- **Graduation application is the process of getting your degree granted, not attending the ceremony.**

- **Completion of coursework *does not mean* you will automatically be granted a degree. All students must apply for graduation in order to receive his/her degree.**

- **All course work must be completed by the last day of class in order to qualify for graduation.**

- **Graduation applications MUST BE received before or the day of the deadline. No exceptions will be made.**

- **Failure to complete course work by the last day of class or, submission of applications past the due date will result in being processed with the following semester graduation group. (i.e. January graduates will be pushed into June graduation.)**

- **If you are applying for certification through Touro College please apply online and follow enclosed instructions.**

- **Reminder: NY State Dept. of Education is no longer accepting paper applications. *All students seeking certification must apply online.* Payment of application fees on-line requires using a credit card or use of printable coupon to be mailed with money order(s). \$50.00 for *each license* that you wish to apply for. See on-line application instructions that maybe found inside this packet.**

- **Students who completed the SBL program should be applying for Initial School Building Leadership license.**

- **Students who completed the SDL program should be applying for Initial School Building Leadership license and Professional School District Leadership license**

- **Review the graduation check-list before submitting the package.**