

**HENDERSON STATE UNIVERSITY
GRADUATE SCHOOL OFFICE
APPLICATION FOR MASTER'S OR SPECIALIST'S DEGREE**

Please read the following instructions carefully. FOLLOW THE STEPS IN ORDER. EACH STEP MUST BE COMPLETED BEFORE THIS APPLICATION IS RETURNED TO THE GRADUATE SCHOOL OFFICE – WOMACK 210A or HSU Box 7802, Arkadelphia, AR 71999.

DATE COMPLETED

- _____ 1. Complete the application carefully. It must be **accurate**.
- _____ 2. If you are required to take the **GRE, MAT, GMAT, or PRAXIS I & II**, please make arrangements to do so prior to graduation. These scores must be on file in the Graduate School Office before your degree can be completed.
- _____ 3. Request that your **advisor** sign the application, which indicates that he/she approves your academic record, and that you will complete all academic requirements prior to graduation. If earning an **MSE, MAT, or EDS** degree, contact the **HSU Licensure Officer** {Education Center, Room 211 or (870) 230-5358}, regarding licensure.
- _____ 4. Pay the **\$70.00 graduation fee** in the **Business Office**. This fee includes the cost of your diploma, graduate hood, and academic regalia. **Hours of operation are Monday-Friday 8:30 a.m. - 4:00 p.m.** A late fee of **\$25.00** will be charged for graduates who apply after the deadline. **Application deadlines are as follows:**
December graduation – by October 1
May graduation – by March 1
August graduation – by June 15
- _____ 5. Complete the **Graduation Regalia Order Form** and give it to an employee of the **HSU Bookstore** in the Garrison Center, **after** you have paid your graduation fee. You may call us to make your payment. This step is necessary so that your hood, cap, and gown order can be processed. **Hours of operation are Monday-Thursday 8:00 a.m. - 5:00 p.m. and Friday 8:00 a.m. - 4:00 p.m.**
- _____ 6. Complete the **Alumni Profile** on My Henderson/Campus Connect or go to <http://hsusurvey.hsu.edu/Alumni/gradalum6.htm> to complete the profile.
- _____ 7. Complete the **Graduate Exit Survey** for your Master's or Specialist's program in the Graduate School Office or go to <http://hsusurvey.hsu.edu/IRA/GradSchool/gradexit5.htm> to complete the survey.
- _____ 8. After completion of steps 1-7, **submit the application to the Graduate School Office (Womack 210A or HSU Box 7802)**. You may also choose to submit your application by fax or email for processing. Please contact our office if you need additional assistance obtaining signatures.
- _____ 9. After your application is processed, your name will be placed on the graduation list.
- _____ 10. Your **academic hood, cap, and gown will be available at the HSU Bookstore** the week prior to commencement. Monday-Thursday hours are 8:00 a.m. – 5:00 p.m., and Friday hours are 8:00 a.m. – 4:00 p.m.
- _____ 11. Your **diploma binder** will be given to you at the graduation ceremony. After final grades are reviewed by the Graduate Dean, and all requirements for graduation have been met, your diploma will be prepared by the Graduate School Office.

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COMPLETE THIS FORM AND RETURN TO GRADUATE SCHOOL OFFICE

1. I hereby apply for the **Ed.S.**____ **MAT**____ **MBA**____ **MLA**____ **MS**____ **MSE**____
2. Degree to be conferred indicated: **Dec 2017**____ **May 2018**____ **Aug 2018**____
3. My academic major on the graduate level is: _____.
4. I have completed an application for candidacy: Yes ____ No ____
5. My graduate thesis (or MLA project) has been accepted: Yes ____ No ____ N/A ____
6. My graduate paper or thesis will be completed by _____.
NOTE: An electronic copy must be turned in to Huie Library upon completion.
7. I am completing the: 30-hr____ 32-hr____ 33-hr____ 36-hr____ 48-hr____ 60-hr____
program.
8. I have completed comprehensive examinations required by my department: Yes ____ No ____
N/A ____
9. I have taken the **PRAXIS Specialty Area Test** appropriate to my particular graduate degree
program:
Yes ____ No ____ Date taken: _____ N/A _____
10. Student has met with the **HSU Licensure Officer** (Education Center, Room 211), if MSE,
MAT, or Ed.S. Candidate: Licensure Officer Signature _____
11. I wish my name to be placed on my diploma **EXACTLY** as written below (please print):

(Women should not use the prefix Miss, Mrs., or husband's given name. Example: Incorrect form -
"Mrs. Jack Davidson" - Correct form - "Mary Lou Davidson")

Date _____ Your HSU ID# _____

Phone: _____ E-mail: _____

Address: (To what address do you wish your **diploma** sent?)

Street or Box City State Zip

Address: (To what address do you wish your correspondence sent **prior to graduation**?)

Street or Box City State Zip

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12. Student has completed the **Alumni Profile** on My Henderson/Campus Connect or via web link:

Graduate School Office or Student - please date and initial

13. Student has completed the **Graduate Exit Survey** in the Graduate School Office or via web link:

Graduate School Office or Student - please date and initial

14. Student has ordered **Cap and Gown** at the bookstore:

Graduate School Office or **Bookstore Employee** – please date and initial

This student's academic program and record have been examined, and he/she is scheduled to complete all graduation requirements by the date of graduation indicated at the top of this form.

Advisor's Signature

Date

Student's Signature

Graduation approved _____

Date

Graduate Dean



GRADUATION CAP & GOWN ORDER FORM

NAME _____ Sex: M / F

DEGREE BA BBA BFA BIS BM BME BS BSE BSN

EDS MAT MBA MLA MS MSE

PHONE # _____ DATE OF GRADUATION **Fall / Spring**

WEIGHT _____ HEIGHT _____

Your correct height and weight are needed to ensure proper fitting of the cap and gown.

Graduation apparel will not be ordered unless this form is submitted 40 days before graduation.

Personalized Graduation Announcements are ordered through Jostens by calling 1-800-353-5299 or www.jostens.com.