

**HENDERSON STATE UNIVERSITY  
GRADUATE 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 DEAN – WOMACK 212.

**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. This score must be on file in the Graduate 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** or **MAT** contact Mr. Kenneth Taylor, HSU Licensure Officer (Education Center, Room 211), regarding licensure.
- \_\_\_\_\_ 4. Pay graduation fee of \$70.00 in the Business Office. This fee includes cost of your diploma, graduate hood, and academic regalia. **Hours of operation are Monday-Friday 8:30-4:00. A late fee of \$25.00 will be charged for graduates who apply after the deadline.**
- \_\_\_\_\_ 5. Complete the Graduation Order Form and give it to an employee of the HSU Bookstore in the Garrison Center after you have paid your graduation fee. This step is necessary so that your hood, cap and gown order can be processed. **Hours of operation are Monday-Thursday 7:30-4:45 and Friday 7:30-2:45.**
- \_\_\_\_\_ 6. Complete the alumni profile in the Barkman House.
- \_\_\_\_\_ 7. Complete an electronic evaluation form for your Master's or Specialist's program in the Graduate Office.
- \_\_\_\_\_ 8. After completion of the steps 1-7, return the application along with the alumni profile sheets to the Graduate Dean's office. Your application will be processed. Application deadlines are as follows:  

**December graduation – by October 1**  
**May graduation – by March 1**  
**August graduation – by June 15**
- \_\_\_\_\_ 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 7:30 a.m – 4:45 p.m. and Friday hours are 7:30 a.m. – 2:45 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 ordered by the Graduate School Office.



13. Student has completed exit survey in Graduate School office.

Graduate Office Employee Signature \_\_\_\_\_

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

\_\_\_\_\_  
Applicant's Signature

Graduation approved \_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Dean



**GRADUATION REGALIA ORDER FORM**

NAME \_\_\_\_\_ SEX \_\_\_\_\_

PLEASE CHECK ONE:

DEGREE: BA\_\_ BBA\_\_ BFA\_\_ BGS\_\_ BM\_\_ BS\_\_ BSE\_\_ BSN\_\_  
MAT\_\_ MBA\_\_ MLA\_\_ MS\_\_ MSE\_\_ EDS\_\_

PHONE# \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WEIGHT \_\_\_\_\_ CAP SIZE \_\_\_\_\_ HEIGHT \_\_\_\_\_

**YOUR CORRECT HEIGHT AND WEIGH ARE NEEDED TO ENSURE PROPER FITTING OF THE CAP AND GOWN.** Graduate apparel will not be ordered unless this form is submitted forty (40) days before graduation.

Personalized graduation announcements are ordered through Jostons by one of the following ways. Please allow 3-4 weeks for delivery.

1. Call 1-800-353-5299
2. Visit [www.jostons-announcements.com](http://www.jostons-announcements.com)
3. Mail in the announcement for available in the *Reddie Bookstore*

Generic announcements are available beginning about three weeks before graduation in packages of ten.

**REMEMBER! Graduation apparel is ordered 40 days before graduation.**