

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

Please read the following instructions carefully. EACH STEP MUST BE COMPLETED BEFORE THIS APPLICATION IS RETURNED TO THE GRADUATE PROGRAMS OFFICE – WOMACK 210A, or to HSU Box 7802, Arkadelphia, AR 71999 or by email to grad@hsu.edu.

**DATE COMPLETED**

- \_\_\_\_\_ 1. If you are required to take the **GRE, MAT, GMAT, or PRAXIS Exam**, please make arrangements to do so prior to graduation. These scores must be on file in the **Graduate Programs Office**, before your degree can be posted to your transcript.
  
- \_\_\_\_\_ 2. Obtain your advisor's signature on the application to indicate he/she approves your academic record, and you are on track to complete all academic requirements. If earning an **EDS, MAT or MSE** degree, please contact the **HSU Licensure Officer** at **(870) 230-5358** regarding licensure.
  
- \_\_\_\_\_ 3. Complete the **Graduation Regalia Order Form** and submit it to **bookstore@hsu.edu**. This step is necessary for the processing of your hood and cap and gown order. There are no stoles designated for graduate applicants. **Hours of operation are Monday-Thursday 8:00 a.m. - 5:00 p.m. and Friday 8:00 a.m. - 4:00 p.m.**
  
- \_\_\_\_\_ 4. Complete the **Alumni Profile** at:  
**https://alumni.hsu.edu/s/1955/bp21/interior.aspx?sid=1955&gid=2&pgid=538&cid=1300** and provide the date completed.
  
- \_\_\_\_\_ 5. Complete the **Graduate Exit Survey** for your Master's or Specialist's program at:  
**https://snapweb.hsu.edu/snapwebhost/s.asp?k=154705425279** and provide the date completed.
  
- \_\_\_\_\_ 6. The **\$70.00 Graduation Fee** will be charged to your student account. This fee includes the cost of your diploma, graduate hood and academic regalia. **Hours of operation are Monday-Friday 8:00 a.m. - 5:00 p.m. A late fee of \$25.00** will be assessed for graduates who apply after the deadline. **Application deadlines are:**  
**December graduation – by October 1**  
**May graduation – by March 1**  
**August graduation – by June 15**
  
- \_\_\_\_\_ 7. After completing steps 1-6, **submit the application to the Graduate Programs Office (Womack 210A or to grad@hsu.edu)**. Please contact our office if you need additional assistance obtaining signatures. After your application is processed, your name will be placed on the graduation list.
  
- \_\_\_\_\_ 8. Your **academic hood and your cap and gown will be available at the HSU Bookstore** during the week prior to commencement. **Hours of operation are Monday-Thursday 8:00 a.m. – 5:00 p.m. and Friday 8:00 a.m. – 4:00 p.m.**
  
- \_\_\_\_\_ 9. Your **diploma binder will be given to you at the graduation ceremony**. Your **diploma will be mailed** to you after final grades have been reviewed by the graduate school and all requirements for graduation have been met.

**APPLICATION FOR MASTER'S OR SPECIALIST'S DEGREE**  
**COMPLETE THIS FORM AND RETURN TO GRADUATE PROGRAMS OFFICE**

1. I hereby apply for the **Ed.S.**\_\_\_ **MAT**\_\_\_ **MBA**\_\_\_ **MLA**\_\_\_ **MS**\_\_\_ **MSE**\_\_\_ **MSN**\_\_\_
2. Degree to be conferred as indicated: **Dec 2023**\_\_\_\_\_ **May 2024**\_\_\_\_\_ **Aug 2024**\_\_\_\_\_
3. My academic major for the graduate level is: \_\_\_\_\_.
4. I have completed an application for candidacy (degree plan): 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\_\_\_ 45-hr\_\_\_ 48-hr\_\_\_ 60-hr\_\_\_  
degree 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. I have met with the **HSU Licensure Office** - Education Center, Room 211, (if **MAT, MSE or Ed.S.** candidate):  
Licensure Officer Signature \_\_\_\_\_
11. I want my name to be placed on my diploma **EXACTLY** as written below (**please print**):

\_\_\_\_\_  
(Please do not use the prefix Miss, Mrs., Ms. or husband's given first name. Example: Incorrect form – "Mrs. Jack Davidson" / Correct form - "Mary Lou Davidson")

Date: \_\_\_\_\_ Your HSU ID# \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: (To what address would you like your **diploma** sent?)

\_\_\_\_\_  
Street or Box City State Zip

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

\_\_\_\_\_  
Street or Box City State Zip

**APPLICATION FOR MASTER'S OR SPECIALIST'S DEGREE**  
**COMPLETE THIS FORM AND RETURN TO GRADUATE PROGRAMS OFFICE**

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

\_\_\_\_\_  
Graduate Programs Office or Applicant - Please date and initial

13. Applicant has completed the **Graduate Exit Survey** in the Graduate Programs or via web link:

\_\_\_\_\_  
Graduate Programs Office or Applicant - Please date and initial

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

\_\_\_\_\_  
Graduate Programs Office or Applicant - Please date and initial

This applicant's academic program records 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.

\_\_\_\_\_  
**Program Advisor's Signature**                      **Date**                      \_\_\_\_\_  
**Graduate Applicant's Signature**

**Graduation Approved** \_\_\_\_\_  
**Director of HESS Graduate Programs**                      **Date**

**OR**

**Graduation Approved** \_\_\_\_\_  
**Director of**                      **Date**  
**Business, Innovation, and Entrepreneurship**



## 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 MSN

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](http://www.jostens.com).