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

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

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 211or (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 submit it to the HSU Bookstore in the Garrison Center, <u>after</u> 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. <u>Hours of operation are Monday-Thursday 8:00</u> <u>a.m 5:00 p.m. and Friday 8:00 a.m 4:00 p.m.</u>
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 https://snapweb.hsu.edu/snapwebhost/s.asp?k=154705425279 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 by email. 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.,
11.	and Friday hours are 8:00 a.m. – 4:00 p.m. Your diploma binder will be given to you at the graduation ceremony. After final grades are reviewed by the Graduate School Dean, and all requirements for

graduation have been met, your diploma will be mailed to you.

APPLICATION FOR MASTER'S OR SPECIALIST'S DEGREE 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 indicate	d: Dec 2018 _	M	ay 2019	Aug 2	Aug 2019			
3.	My academic major on the grad	luate level is: _				·			
4.	I have completed an application	n 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 program.	32-hr 33	3-hr 36-	hr 48-hr_	60-hr_				
8.	I have completed comprehensiv N/A	ve examination	s required by	my departme	ent: Yes	No			
9.	I have taken the <i>PRAXIS Speci</i> program: Yes No Date take	•	11 1	• •	lar graduate	degree			
10	. Student has met with the HSU MAT, or Ed.S. Candidate:		•						
11	. I wish my name to be placed on	n my diploma I	EXACTLY a	as written belo	ow (<u>please p</u>	rint):			
•	omen should <u>not</u> use the prefix I drs. Jack Davidson" - Correct for		_		cample: Inco	orrect form -			
Da	ite	Your]	HSU ID#						
Ph	one:	_ E-ma	ail:						
Ad	ldress: (To what address do you	wish your dip	loma sent?)						
 Str	reet or Box	City	St	ate	Zip				
Ad	ldress: (To what address do you	wish your corn	respondence	sent prior to	graduation	?)			
 Str	eet or Box	City	St	 ate	Zin				

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Graduation approved	Date	Graduate Dean						
Advisor's Signature	Date	Student's Signature						
		xamined, and he/she is scheduled to uation indicated at the top of this form.						
Graduate School Office of	or Bookstore Staff – please d	late and initial						
4. Student has ordered Cap	and Gown at the bookstore	:						
Graduate School Office of	or Student - please date and i	initial						
3. Student has completed th link:	Student has completed the Graduate Exit Survey in the Graduate School Office or via web link:							
Graduate School Office of	or Student - please date and i	initial						
2. Student has completed th	e Alumni Profile on My He	enderson/Campus Connect or via web lin						



GRADUATION CAP & GOWN ORDER FORM

NAME	Sex:	M / F
DEGREE BA BBA BFA BIS BM BME BS BSE BS EDS MAT MBA MLA MS MSE	SN	
PHONE # DATE OF GRADUATION	Fall /	' Spring
WEIGHT HEIGHT		
Your correct height and weight are needed to ensure proper fitting of gown.	the cap	and
Graduation apparel will not be ordered unless this form is submitted 4 graduation.	0 days	before
Personalized Graduation Announcements are ordered through Jostens 1-800-353-5299 or www.jostens.com.	by call	ing