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.
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 ___
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.