Freed-Hardeman University School of Education Graduate Studies

Important Instructions for Graduating Students

- Complete the attached application to graduate, regalia measurement form, honor stole form, and return these three forms to the Henderson graduate office by the deadline on the enclosed letter.
- 2. Check with your advisor to make sure that you have candidacy status and that you have accounted for all required courses.
- 3. Check with the graduate office to assure that transcripts have been received of any transfer graduate work which you plan to include in your program.
- 4. Go to the Business Office in Loyd Auditorium to clear or make arrangements to clear your account.

You Should Also:

- 1. Plan to take your **comprehensive exams** on the assigned day. This should take precedence over other commitments.
- 2. Plan to participate in commencement. Request forms to be excused from commencement may be obtained from Mrs. Collins in the Graduate Office.

Those seeking licensure (both initial and add-on) should remember that your license depends upon the successful completion of:

- 1. all graduate course work and comprehensive exams,
- 2. any competencies lacking on your undergraduate work (double check the list sent to you), and
- 3. the required Praxis tests.

You must also complete an application for a license with Rhonda Jones towards the end of the semester.

IMPORTANT FEE INFORMATION

If you complete the application packet for graduation for the semester and for some reason you do not graduate, you will need to complete the application packet for graduation <u>again</u> for the semester you plan to graduate.

This also applies to the graduation fee. If your graduation is delayed, the \$80 graduation fee will not be refunded or removed from the account. All regalia and diplomas are ordered before the graduation fee is charged to accounts. At this point, FHU must pay vendors even though students change their graduation date. When you apply for a future graduation date, you will be charged another graduation fee.

The honor stole fee will not be charged to your account until we know you have passed comprehensive exams. Please remember, however, that you must pay this fee in order to receive your diploma. Due to the short window of time involved here, it would be a good idea to leave some money in your account to cover this fee.

Please see to these matters promptly so that your completion of requirements and graduation can take place as planned. Thanks!