

# REQUEST TO GRADUATE FORM

This form is a requirement of the Graduate Studies Office and **does not** satisfy the requirements of the Registrar's Office.

This form must be completed and returned to:

## GRADUATE STUDIES IN EDUCATION

HU BOX 12261; SEARCY, AR; 72149-2261; FAX: 501-279-4083

Last Name: \_\_\_\_\_

First & Middle: \_\_\_\_\_

Maiden: \_\_\_\_\_

Do you plan to attend graduation/walk? YES or NO

Current mailing address (Include City, State, Zip):  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

(If your address changes, please notify the Registrar.)

Preferred Email Addresses:

1. \_\_\_\_\_

2. \_\_\_\_\_

Hometown: *This info required for Provost Office.*

Harding ID (or SS#): \_\_\_\_\_

Graduation Semester/Year:  2016 or  2017

May (Spring)  August (Summer)  December (Fall)

Degree/Major:

- MA (Master of Arts: Excellence in Teaching)
- MAT (Master of Arts in Teaching)
- MAT-L (Master of Arts in Teaching w/Licensure)
  - Early Childhood Licensure
  - Middle Level Licensure
  - Secondary Licensure
- MED (Master of Education)
  - \_\_\_\_\_ (Major)
- MS (Master of Science)
  - \_\_\_\_\_ Educational Technology
  - \_\_\_\_\_ Professional School Counseling
- MSE (Master of Science in Education)
  - \_\_\_\_\_ (Major)
- MS/EDS Clinical Mental Health Counseling
- EDS (Educational Specialist)
  - \_\_\_\_\_ Educational Leadership
  - \_\_\_\_\_ Clinical Mental Health Counseling
- EDD (Educational Doctorate)

### Comprehensive Exams

for MED (other than Educational Leadership), MSE, and MS in Educational Technology:

- Fall 2015, Saturday, November 7
- Spring 2016, Saturday, April 2
- Summer 2016, Saturday, June 25

Comprehensive exams are to be taken during your last semester. Please mark where you will take your exams. Depending upon proctor availability, summer grads may be required to take exams at the Main Campus.

- Searcy, Main Campus
- Rogers, Northwest AR
- Memphis, TN

For convenience as well as proficiency, it is preferred that these essay exams be answered in a computer word document.

**Questions about comprehensive exams, contact Deb Plybon at 501-279-5672**

### MASTER OF SCIENCE IN EDUCATIONAL TECHNOLOGY

The Certiport IC3 certification exams are required for graduation. Please contact the Program Director at 501-279-4490 to schedule your Certiport exams.

### PROFESSIONAL COUNSELING: EDS

The Counseling Comprehensive Exam/NCE is required for graduation. To schedule your exam, please contact the Counseling Office at 501-279-4500.

- I have attached verification of my NCE exam to this form.
- My NCE exam is scheduled for \_\_\_\_\_.

### EDUCATIONAL LEADERSHIP: MED, EDS, OR EDD

Schedule your Portfolio Presentation and/or Comprehensive Exams or Dissertation with the Educational Leadership Office (Susan Hawkins, 501-279-4117).

I understand that it is my responsibility to make certain all degree requirements for graduation have been met and that the degree will not be awarded until all requirements are complete and grades received even if I walk and am listed in the program.

Student Signature: \_\_\_\_\_

#### Office Use Only

Date Form Received \_\_\_\_\_

- Grad Fee Applied
- Online Application