

## IMPORTANT DEADLINES FOR GRADUATE STUDENTS In Part-time Programs

- Prior to enrolling in courses: Meet with your adviser to determine certification and/or master's degree requirements. Name and phone number are in your admissions letter.
- When you complete 15 Arcadia credits, you must submit an Admission to Degree Candidacy Application **WITH** your Adviser's signature.
- Before you can start a Student Teaching Practicum, you **MUST** take all required PRAXIS examinations. Go to [www.ets.org/praxis](http://www.ets.org/praxis) for details.

You must also complete the Student Teaching Practicum Application **WITH** your Adviser's signature

### Application Deadlines:

#### Fall Practica:

**Feb. 1<sup>st</sup>** for Ed 470, 471, 474, 478, 579, 597, 520B and 583B

**Feb. 15<sup>th</sup>** for Ed595

#### Spring Practica:

**Sep. 15<sup>th</sup>** for Ed 470, 471, 474, 478, 579, 597, 520B and 583B

**Oct. 15<sup>th</sup>** for Ed595

- As you near graduation you **MUST** complete a Degree Completion Application
- To process Instructional, Administrative and Intern certification application

### By the following dates:

Feb. 1<sup>st</sup> for completion in May

June 1<sup>st</sup> for completion in Aug.

Sep. 1<sup>st</sup> for completion in Dec.

Submit application to the Graduate Office along with a \$100.00 money order payable to the Commonwealth of Pennsylvania

All forms are available at [www.arcadia.edu/gforms](http://www.arcadia.edu/gforms) and in the Graduate Office and Registrar's Office in Taylor Hall.

Any questions or concerns can be directed to Mary Kate McNulty in the Graduate Office at 215.572.2877 or email [mcnulty@arcadia.edu](mailto:mcnulty@arcadia.edu)

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