Dear Clinical Mental Health Counseling Masters Students:

I am writing to clarify a number of graduation preparation steps/reminders for those nearing graduation.

Your Admission to Candidacy form is due to Dr. Spurgeon by Friday Nov 21\textsuperscript{st}, if you are graduating in spring semester 2014 (May 2014). This form prompts the committee of faculty advisors to confirm with signatures that your course of study is becoming completed as it should be to meet program requirements.

You are to complete this form with the courses you have completed or are completing, including grades for completed courses, and semester dates. Dr. Spurgeon will seek the proper signatures for you from faculty.

Application for Comprehensive Exam. This form is also due Nov 21\textsuperscript{st}, if you are graduating in spring semester or summer semester 2014. Dr. Spurgeon will send this form separately. I believe he will also ask for it to be due Nov 21\textsuperscript{st}. All students graduating spring or summer must complete comprehensive exams in spring semester. Dr. Spurgeon or other faculty members will conduct an exam orientation, including guidance in how to study, early in spring semester. Also, many of you will also be completing the NCE in spring. This is not required, but can be an efficient use of your time, as it is the 1\textsuperscript{st} exam toward licensure and as your study for comps can serve you well in the NCE.

There is also a Graduation Application that you will find in your MyUTK - Student Records – Apply to Graduate.

The Admission to Candidacy Application & FAQ’s, as well as other information related to graduation can be found at the following Graduate School site: http://gradschool.utk.edu/gradforms.shtml.