

GUIDANCE: This guide serves as a directory of procedures to be followed by the graduation applicant in completing all outstanding degree requirements listed on your checklist. It is the student's responsibility to update the Office of Graduate Studies of the outstanding documents. You are advised to review this checklist carefully based on your receipt of this initial checklist. Please note that the Graduate Office does not provide an updated copy of your initial checklist and therefore, you need to constantly monitor the status of these requirements on file. **All requirements must be completed by your graduation date.** The following explanations will help you understand the monitoring requirements.

Application

An approved application must be submitted to the Graduate Office for the expected graduation term. The application must bear the appropriate signatures for the correct degree program before it is approved by the administrator for Graduate Studies. If you will not be able to complete all requirements by the expected graduation date on your application, you must meet with your academic advisor to submit a new application with the revised intended date. The degree program listed on your application for degree must correlate with your admission letter for this program. If you have not been officially admitted to the program you are applying, you must be formally admitted before your application for degree is processed and approved (this includes the program of study coursework for the appropriate degree program).

Standardized Test Score

The required test score for your approved program of study must be on file. If your test results are missing, you will need to provide a copy to the Graduate Office.

Writing Requirement and English Proficiency

Proof of analytical writing and English proficiency are a requirement for advanced degree study at Alcorn. If your score on the appropriate standardized test does not report writing and English proficiency, the requirement must be satisfied based on your department's requirement. The options will either be enrolling in a course with a final letter grade of 'B' or higher, writing a paper which has been judged as 'Passing', or an official report form from Counseling and Testing of passing results on the Graduate English Proficiency Exam. If this section denotes a missing item, you should check with your advisor to follow-up on the submission of this form to the Graduate Office.

Curriculum Requirement

An approved program of study must be on file in the Graduate Office bearing the required signatures. This document is evaluated to determine if you have completed all coursework based on the number of required hours for the degree/endorsement. If deficiencies are detected, you will be contacted by a Graduate Office staff member to apprise you of the coursework question(s). A copy of the program of study will be sent to your advisor. The Final program of study should reflect at least a 3.0 Cumulative GPA. Academic regulations specify you cannot graduate with more than two (2) Cs. Deficient grades must be removed before you are cleared. If you have transferred courses or substituted courses in your curriculum, the appropriate approved documentation must be on file.

Academic Track

The appropriate checkbox is indicated in the upper right section of your Program of Study. **Thesis Track**-you must submit a bound copy of your thesis after it has cleared the approval process (thesis committee, department, and Graduate Studies). Students should follow the Thesis Manual and only submit the thesis to the Graduate Office once it has been thoroughly reviewed by the thesis committee. Signature pages will be signed only after the thesis is free of corrections in order to have it bound. **Non-Thesis Track**-final approval of the research project is conducted in the Graduate Office. There is no formal requirement for binding. The appropriate binding of research projects is at the discretion of the

Department and the bound document must be submitted to the Graduate Office. **Non-Thesis Comprehensive Examination** results should be submitted to the Graduate Office on the appropriate individual reporting form. Students are to follow-up with their department if this item is checked on the checklist. **Internship**-this is a course-related requirement that is fulfilled by the student in your approved program of study.

Exit Examinations

Check with your department regarding the required exit exam(s). All departments are required to submit an individual Core, Area, or Competency Report form to the Graduate Office to indicate if the student has passed the appropriate test. Follow-up should be conducted with your department to determine passing status and submission of the required form to the Graduate Office.

Forms

Candidates for graduation are required to complete a **Graduate Student Exit Survey** to give feedback about your program of study and experience as a graduate student at Alcorn State University. The survey can be found on the Graduate Studies webpage <http://www.alcorn.edu/academics/graduate> on the following links on the menu: Forms and Surveys. You can use either link to complete this survey. **Clearance Form**-posted on the Forms link on the Graduate Studies webpage. Complete the fillable student information section, print the form, visit the various offices on the main campus (student can elect to designate an individual to walk this form to the different offices to acquire the signature for you) to secure the required signatures, bring the completed form to the Graduate Office for a file copy before it is submitted to the Business Office. If cleared by the Business Office, you will be given a clearance receipt that you will need in order to pick up your cap and gown for the May Commencement. **Substitution Form**-if your advisor has approved courses to be substituted, a substitution form needs to be submitted with the approved signatures and the advisor's attached rationale for the substitution(s).

Transfer of Credits

If you have completed graduate coursework at another university or plan to enroll in graduate courses at another university, you must seek the approval of your academic advisor. Be reminded you can only transfer a maximum six (6) hours. Courses cannot be taken and transferred to replace courses at Alcorn you have received a deficient grade. A Transfer of Credit Form must be completed to indicate the course(s) to be transferred and the courses comparable to the courses on your program of study. An official copy of the transcript from this university must be attached to the Transfer of Credits Form approved by the advisor. Following submission of the form to the Graduate Office for approval, if approved, the Transfer of Credit Form and Transcript will be submitted by the Graduate Office to the Registrar's Office for processing.

All coursework must be completed, as well as requirements, by the last day of your graduation term indicated on the Application for Degree. All Incomplete (I) grades must be cleared before your degree can be awarded.

Sincerely,



Martha Ravola, Ph.D.

Assistant Vice President for Academic Program Support and Graduate Studies