

REQUIRED FORMS

During your matriculation as a graduate student at Alcorn State University, you are required to complete or have on file the following forms.

Writing Proficiency Form – students required to meet the writing proficiency requirement must have results on file in the Office of Graduate Studies documenting passing performance to satisfy the analytical writing requirement for admission if your GRE Analytical Writing Score is below 3.0. Students must collaborate with their chair or advisor to ensure this form has been submitted.

Application for Candidacy – this form is required to petition the Office of Graduate for candidacy status for graduation. A student must be classified as ‘unconditional’ to be eligible for candidacy status. This form must bear the signature of the student as well as the student’s advisor.

Application for Degree – this is one of two forms required for graduation (Application for Candidacy). The Application for Degree identifies the student’s specific degree and area of concentration. A student should be clear as to the spelling of his/her name to appear on the actual degree. This form must also bear the signature of the candidate and the candidate’s Department Chairperson.

Substitution or Waiver Request Form – If alternate courses are approved by the student’s advisor to substitute courses listed on the student’s Program of Study Sheet, then, this form should be submitted to the Office of Graduate Studies with the attached Program of Studies Sheet. The form must be signed by the student’s advisor, Department Chair, and Dean of the School.

Transfer of Credit Form – This form is required of students transferring to Alcorn with the intent to transfer up to six (6) hours.

Program of Study Sheet – Every enrolled student must have a typed Program of Study Sheet on file in the Office of Graduate Studies. This form must be submitted during the first semester of enrollment as a result of an advisement session with the assigned academic unit advisor.

Graduate Student Exit Survey – All graduating students must complete this exit survey as part of the graduation checklist before you will be cleared for graduation by the Office of Graduate Studies.

Change Request Form – Students must complete and submit this form to indicate a change of name, and or address. The student’s record will be updated in the Office of Graduate Studies as well as in the Registrar’s Office.