



# THE GRAD REVIEW

OFFICE OF GRADUATE STUDIES

Graduate Studies Newsletter

August 28, 2017

## Applying for Graduation

Degrees are conferred in **December** and **May**. Students should apply for graduation for the appropriate term they intend to graduate. If an application is submitted and a student does not graduate, the student must reapply for a future graduation term.

### Instructions

Students who expect to complete a graduate degree during the current academic semester must complete an application for graduation. The graduation application can be found within your [go.alcorn.edu](http://go.alcorn.edu) Portal. The application must be submitted by the following deadlines:

- **September 8** for Fall graduates
- **January 26** for Spring graduates
- **June 15** for Summer I graduates \*
- **July 20** for Summer II graduates

\* Summer graduates' degrees are conferred in December of the respective year and students may attend the Fall Commencement Ceremony.

Only students who meet these deadlines can be assured of having their names appear in the commencement program.

### Requirements

To qualify for conferring of a degree, a student must complete all academic program requirements and Graduate School requirements. A customized checklist of requirements is provided for each degree plan

in [go.alcorn.edu](http://go.alcorn.edu) to inform students of specific requirements related to their academic curriculum.

### Apply to Graduate

Students should collaborate with their academic adviser regarding their candidacy status for degree completion. During this advisement session, a determination should be made if the student has progressed for degree completion. If this determination is affirmative, an Application for Degree should be completed. Login to [go.alcorn.edu](http://go.alcorn.edu) and follow the steps below.

- Visit the Alcorn Homepage and click the Students tab at the top of the page
- Click the link [go.alcorn.edu](http://go.alcorn.edu)
- Login with your credentials to access your Degree Plan
- If you do not have an assigned Degree Plan, self-select your program plan and proceed to the Checklist tab (verify with your adviser you have selected the correct program based on admission); if you have not selected the correct Degree Plan, only the adviser can make the correction to assign you to the correct plan)
- Select the Checklist tab for your Degree Plan
- Go to the Graduation section on the checklist and select the Approved Application for Degree; view the Status column and **Click Here** to complete and submit your application (make sure you enter information in all required fields; some students are omitting entering their telephone number and city, state and zip code)

Remember, you cannot graduate in a degree program if you have not been admitted by the Graduate School to the appropriate master's or specialist program.

### **Application Fee**

Effective fall 2017, all students will be assessed a non-refundable application cap and gown fee of \$50. After submission of the application for degree, the student's account will be debited for the application fee. The degree audit will not be executed until the fee is paid. The fee doubles to \$100 if not paid by the application fee deadline.

### **Graduation Candidacy**

Certification will be completed of all applicants and payment of the application fee. Once this is verified, the student will be advanced to the Degree Audit status to determine candidacy.

#### Steps in the Degree Audit Process

- The first stage in the process is to submit the student's information to the student's adviser.
- The advisor verifies candidacy according to department requirements and the student's degree curriculum and completes checklist
- Academic adviser submits Degree Audit to Graduate Studies
- Graduate Studies verifies all requirements met
- Graduate School places students in the Final Degree Audit pool and either approves, rejects, or designates a pending status
- Approved students' names are submitted to the Office of Student Records for posting of the degree
- Rejected status – students are disapproved to graduate
- Pending status – student's academic standing under review

**Important:** Students on the Thesis or Non-Thesis Track must follow the review and approval process. Theses or research projects must be bound and submitted to the Graduate

Office to clear this requirement. Students on the Thesis Track must complete an oral defense of their manuscript and make required corrections before submitting manuscript to the Graduate Office for review.

Students can track their candidacy progress in [go.alcorn.edu](http://go.alcorn.edu) and are advised to visit this portal often for important messages. Messages will be noted from adviser, department chair, dean of the school, Graduate Studies, Office of Student Records, Provost, etc.

The Graduate [go.alcorn.edu](http://go.alcorn.edu) is a total solution platform for applying for degree. The following is part of the graduation candidacy process.

- Application for Degree
- Application fee
- Graduation Candidacy Checklist
- Degree Audit
- Substitutions
- Transfer of Credits
- Clearance (automated process)
- Graduate Student Exit Survey (available September 2017)

#### **Documents Submitted to Graduate Office from Academic Units**

- Writing Proficiency Form
- Core Test Results Form
- Area Exam Results

For questions, please see the "Graduation Guidelines" in this link: [FAQs](#). We look forward to seeing you on stage at Commencement December 8, 2017. Congratulations!

NEXT ISSUE: Commencement

#### [Graduation Calendar](#)

For more information: Contact Graduate Studies 601.877.6122 [graduatestudies@alcorn.edu](mailto:graduatestudies@alcorn.edu)