

Jackson State University - College of Business

ONLINE GRADUATION APPROVAL AND CLEARANCE SYSTEM PROCESSING PERIOD FOR STUDENTS, FACULTY ADVISORS, AND DEPARTMENT CHAIRS

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Responsibilities for Students, Faculty Advisors, and Department Chairs	December 2010 Degree Candidates	May 2011 Degree Candidates	August 2011 Degree Candidates
Students			
<ul style="list-style-type: none"> ✓ Utilizing the <u>JSU Online Graduation Approval & Clearance System</u>, students begin the process of applying for a degree. The student will be requested to enter a <u>Graduation PIN Number</u>. At that time, students are instructed to make an appointment with their Faculty Academic Advisor. ✓ Students must meet with their Faculty Advisor in efforts to have their application for degree request validated. ✓ The Faculty Advisor will issue each student a <u>Graduation PIN Number</u> provided the student has met all degree requirements. ✓ Students must return to the <u>JSU Online Graduation Approval & Clearance System</u> to complete the application process. ✓ Students must monitor the System in efforts to know the status of their application. 	<p align="center"><u>August 25- September 3</u></p> <p><u>Note:</u> All College of Business <u>December 2010</u> candidates for degree must apply for degree <u>no later than September 3</u>.</p>	<p align="center"><u>September 7 – 17</u></p> <p><u>Note:</u> All College of Business <u>May 2011</u> candidates for degree must apply for degree <u>no later than September 17</u>.</p>	<p align="center"><u>February 1-11</u></p> <p><u>Note:</u> All College of Business <u>August 2011</u> candidates for degree must apply for degree <u>no later than February 11</u>.</p>
Faculty Advisors			
<ul style="list-style-type: none"> ✓ Faculty Advisors must meet with students to review their academic records as they determine their state of readiness for gradation. ✓ If the students qualify for graduation, the Faculty Advisor must validate their application request by issuing the students their unique <u>Graduation PIN Number</u>. ✓ After the students complete the application for degree process, each Faculty Advisor must utilize the <u>JSU Online Graduation Approval & Clearance System</u> in order to select his/her students who have successfully applied for a degree. Then, the Faculty Advisor must evaluate each student, as necessary (<i>most of this should have been done during the validating phase; therefore, this should simply be a quick review for updates, etc.</i>). ✓ The Faculty Advisor must return to the <u>JSU Online Graduation Approval & Clearance System</u>. The Faculty Advisor must indicate how he/she evaluated the student. Also, the Faculty advisor must <u>approve or disapprove</u> the student's application. ✓ The Faculty advisor must submit the student's academic records (<u>Approval and Clearance for Degree Form</u>; <u>Evaluation of Course Work</u>; <u>Transcript and Degree Audit</u>; any other necessary documents) to the Department Chair. 	<p align="center"><u>August 25 – September 10</u></p> <p><u>Note:</u> All graduating senior evaluations in the College of Business must be submitted to the Department Chair <u>no later than September 10</u>.</p>	<p align="center"><u>September 7 – September 24</u></p> <p><u>Note:</u> All graduating senior evaluations in the College of Business must be submitted to the Department Chair <u>no later than September 24</u>.</p>	<p align="center"><u>February 1 – 18</u></p> <p><u>Note:</u> All graduating senior evaluations in the College of Business must be submitted to the Department Chair <u>no later than February 18</u>.</p>
Department Chairs			
<ul style="list-style-type: none"> ✓ Review each degree application submitted by the Faculty Advisors. ✓ <u>Approve or disapprove</u> the student's degree application. ✓ Submit all approved student degree applications (<u>Approval and Clearance for Degree Form</u>; <u>Evaluation of Course Work</u>; <u>Transcript and Degree Audit</u>; any other necessary documents) to the Office of the Dean. 	<p align="center"><u>September 13-22</u></p> <p><u>Note:</u> All December 2009 graduating senior evaluations in the College of Business must be submitted to the Office of the Dean <u>no later than September 22</u>.</p>	<p align="center"><u>September 27 – October 8</u></p> <p><u>Note:</u> All May 2010 graduating senior evaluations in the College of Business must be submitted to the Office of the Dean <u>no later than October 8</u>.</p>	<p align="center"><u>February 21 – March 4</u></p> <p><u>Note:</u> All August 2011 graduating senior evaluations in the College of Business must be submitted to the Office of the Dean <u>no later than March 4</u>.</p>