

## DIVISION OF GRADUATE STUDIES ACADEMIC MATTERS NAVIGATION CHART

This chart outlines steps for university academic matters, particularly for graduate students, and guides students, staff, and faculty members through academic procedures and processes.

| Academic Matter                              | STEP ONE   | STEP TWO   | STEP THREE  | STEP FOUR   | STEP FIVE  | STEP SIX |
|--|--|--|---|---|--|----------|
| <b>Enrollment Activities</b>                 |  |  |   |   |  |          |
| Add/Drop Course (prior to deadline)*         | Student meets with course instructor to discuss if dropping the course is in the student's best interest         | Student meets with departmental faculty advisor or makes the request using JSU email                                       | Departmental faculty advisor processes the request  |   |  |          |
| Withdraw From Course*                        | Student meets with course instructor to discuss if withdrawing from the course is in the student's best interest | Student meets with the departmental faculty advisor and submits the request using JSU email or course drop/withdrawal form | Departmental faculty advisor processes the request  |   |  |          |
| Withdraw From University (drop all courses)* | Student meets with the departmental faculty advisor to determine the impacts of withdrawing and other options    | Student initiates withdrawal request in PAWS by completing the graduate university withdrawal form                         | Graduate Studies processes withdrawal request   | Registrar's Office changes the enrollment status of the student | Confirmation message notifies the student, advisors, instructors, Financial aid, housing, auxiliaries, department of athletics, enrollment management and business office. |          |
| Academic Advisement/Registration of Courses* | Student schedules academic advising appointment with departmental faculty advisor and completes                  | Student requests courses for the selected term   | Departmental faculty advisor enrolls student in selected courses or provides student with | Student verifies course schedule in PAWS                        | At the start of the term, student completes affirmation statements regarding courses in PAWS   |          |

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|   | degree plan evaluation.   |  | course registration PIN   |   |   |  |
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| Finalize Enrollment/Registration (accept charges) | Student verifies course schedule (e.g. housing, textbooks, meal plans, etc.) housing, textbooks, meal plans, etc.)                    | Student accepts financial aid award in PAWS                                  | Student views balance and pays bill/fees or sets up a payment plan                                | Student verifies registration status in PAWS, under "registration services" by term. (Look for green check mark.) | If no green mark on the registration services page, the student must contact the Business Office by emailing <a href="mailto:bursarcare@jsums.edu">bursarcare@jsums.edu</a> | Student obtains ID (new students only)                             |
| Reinstatement of Classes Due to Attendance Purge  | The Registrar's Office contacts impacted student via JSU email  | Student downloads the reinstatement form from the Registrar's Office website | Student contacts the instructor of the purged course(s) to request to be re-enrolled in course(s) | The instructor counsels the student and completes the form for student to be re-enrolled in course(s)             | Instructor submits the signed form to the Registrar's Office  | The reinstated course re-appears on Canvas.                        |
| Reinstatement of Classes Due to Financial Purge   | The Registrar's Office contacts impacted student via JSU email  | Student contacts Financial Aid/Business Office to satisfy charges            | The Business Office notifies the Registrar's Office of approval to reinstate                      | The Registrar's Office reinstates student into previously enrolled courses  | The Registrar's Office notifies student of reinstatement in course  | The reinstated course re-appears on Canvas.                        |
| Overload of Hours for a Term                      | Student initiates request after contacting Financial Aid to determine associated costs (A justification for the request is required.) | The departmental faculty advisor evaluates request to approve or disapprove  | Major department chair approves or disapproves request  | Major college academic dean approves or disapproves request   | Departmental advisor processes the increased hour(s) and registers the student for the approved course(s)   | Student contacts the Business Office to satisfy additional charges |
| Official Verification of Enrollment               | Student downloads form from the Registrar's Office website  | Student submits the form via JSU email to the Registrar's Office             | Registrar's Office sends form to designated recipient   |   |   |  |
| Mississippi Residency                             | Student downloads application from the Registrar's Office   | Graduate Studies verifies qualification                                      | If approved, student status is updated  | Student is notified of decision   |   |  |

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| (currently enrolled students)       | website and submits completed form with documentation to the Division of Graduate Studies                                     |  |  |   |   |   |
| Official Transcript Evaluation      | Student initiates an official evaluation request with the department chair or departmental faculty advisor.                   | Department chair or departmental faculty advisor evaluates the P.A.W.S. transcript | Department chair or departmental faculty advisor counsels and advises the student based on the results of the evaluation   | A copy of the evaluation is placed in the student's departmental file or uploaded in EAB Navigate by the department chair or the departmental faculty advisor |   |   |
| Official Transcript Request         | Student makes request in PAWS by clicking on "student and financial aid," "student records," and "request printed transcript" | Request is processed and delivered to recipient via National Student Clearinghouse |  |   |   |   |
| Degree Application                  | Registrar's Office sends an email to students who may qualify to apply for graduation   | Student contacts the departmental faculty advisor to requests graduation PIN       | Departmental faculty advisor evaluates unofficial transcript and DegreeWorks audit. If graduation is not approved, student and departmental faculty advisor develop a completion plan. | If approved, student submits application through the graduation clearance system in JSU PAWS using the graduation PIN   | Departmental faculty advisor, chair, dean, and Graduate Studies reviews and approves or denies graduation application | Registrar's Office performs final audit to approve or deny degree application. Degrees are conferred when all requirements are satisfied. Registrar's Office notifies student of approval or denial via JSU email |
| Non-degree seeking graduate student | Student must submit a graduate application  | Student must be admitted by  | Student contacts Graduate Studies  | Student may be referred to  |   |   |

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|  | for admission as a non-degree seeking student | Graduate Studies as a non-degree seeking student | for assistance with course registration | department for additional advisement on course selection |  |  |
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*Note: Asterisks indicate that procedures are different for student-athletes; student-athletes must see academic advisors in the Tiger Center for additional assistance with course registration, to add and drop courses, and to withdraw from the University.*

### Student Requests Processes

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| Program Transfer (Within Current Department)          | Student initiates request to change program by submitting the Program Transfer form located on Graduate Studies Website | Graduate Studies confirms that student has a 3.0 GPA and is requesting to transfer to a program that is within the student's current department | Approval is submitted to the Registrar's Office for processing  | Student is notified via JSU email that the process is completed                            |  |  |
| Changing Program (Changing Department and/or College) | Student submits graduate application for admission to desired program   | Student's documents are sent to department for approval   | Division of Graduate Studies approves or disapproves; if approves, Graduate Studies admits student to new program |  |  |  |
| Course Substitution within Degree Program             | Student submits the Student Request form to departmental faculty advisor  | Departmental faculty advisor approves or disapproves request  | The departmental chairperson and college dean reviews and if approved, signs the form                             | Student Request forms are submitted to the Registrar's Office for DegreeWorks audit update |  |  |

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| Transfer of Graduate Credit | Student submits the Transfer of Graduate Credit form found on the Graduate Studies' website to departmental faculty advisor during first semester of enrollment | Departmental faculty advisor approves or disapproves request | The departmental chair and dean of Graduate Studies approve and sign the form | Transfer of Graduate Credit form is submitted to the Registrar's Office with official transcript for DegreeWorks audit update |  |  |
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### Assessment and Retention

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| Petition to Replace a Course Grade with an Updated Course Grade | After the grade of a repeated course has been posted in PAWS, the student emails a completed Petition to Replace Grade form to departmental faculty advisor | Departmental faculty advisor reviews and approves form and sends the form to Division of Graduate Studies ( <a href="mailto:graduate@jsums.edu">graduate@jsums.edu</a> ) | Form is reviewed and approved by the Division of Graduate Studies and sent to the <a href="mailto:studentrecords@jsu.ms.edu">studentrecords@jsu.ms.edu</a> for processing |  |  |  |
| Graduate Area Comprehensive Examination (GACE; Master's)        | Student completes a minimum of 24 hours with no incomplete grades and maintain a 3.0 GPA  | Student meets with faculty advisor to determine appropriate semester to take the GACE  | Departmental faculty advisor registers student for GNST 555   |  |  |  |
| Graduate Area Comprehensive Examination (GACE; Specialist)      | Student must complete all the program coursework with no incomplete grades  | Student meets with faculty advisor to determine appropriate semester to take the GACE  | Departmental faculty advisor registers student for GNST 666   |  |  |  |

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|   | and maintain a 3.0 GPA   |  |   |   |   |  |
| Graduate Area Comprehensive Examination (GACE; Doctoral - There may be additional program specific requirements.) | Student must complete 80% of the coursework with no incomplete grades and maintain a 3.0 GPA   | Student meets with faculty advisor to determine appropriate semester to take the GACE                                | Departmental faculty advisor registers student for GNST 888                     |   |   |  |
| Academic Enhancement Plans (AEP)  | Students with C grades or lower (departmental discretion) or with a GPA of 3.0 or lower are identified for a AEP by Graduate Studies | Hold is placed on the student's account and a notice of a need for an AEP goes out from Division of Graduate Studies | Student and departmental faculty advisor complete the AEP application and sign. | AEP form is submitted to the departmental chairperson for signature | The AEP form is submitted to the Division of Graduate Studies | The AEP follow-up form is completed by departmental faculty advisor and submitted to the Division of Graduate Studies for approval a least 1 week before the start of the semester |
| Candidacy (Masters)   | Student completes 12 semester hours and maintain a 3.0 GPA   | Departmental faculty advisor registers student for GNST 500  |   |   |   |  |
| Candidacy (Specialist)  | Student completes 12-15 semester hours and maintain a 3.0 GPA  | Departmental faculty advisor registers student for GNST 600  |   |   |   |  |
| Candidacy (Doctoral)  | Student completes all departmental requirements and maintain a 3.0 GPA   | Student establishes dissertation committee and passes Graduate   | Departmental faculty advisor registers student for GNST 700                     |   |   |  |

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|  |  | Area<br>Comprehensive<br>Examination |  |  |  |  |
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### Projects, Theses, and Dissertations

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| Committee Approval Form<br>(Located on Division of Graduate Studies webpage)                  | In consultation with the departmental faculty advisor, student selects the committee chairperson and establishes a committee   | Student prepares for a formal proposal; a written copy of the proposal must be submitted to the committee no later than 2 weeks prior to the proposal hearing | A formal proposal is held   | If the proposal is approved, committee chairperson, committee members, and departmental faculty advisor sign approval form | Department chairperson and college dean reviews documentation and sign approval form     | Division of Graduate Studies signs approval form and a copy is distributed to all levels |
| Committee Report of Defense Results Form<br>(Located on Division of Graduate Studies webpage) | In consultation with the committee chairperson, student establishes a defense date and publicly announces the defense following Graduate Studies' protocol             | Student defends Master's project, thesis or dissertation in a public defense  | If defense is successful, committee chairperson, committee members, and departmental faculty advisor sign approval form                           | Department chairperson and college dean review form and sign approval form   | Division of Graduate Studies signs approval form and a copy is distributed at all levels |  |
| Submission of Final Documents   | Master's project, thesis or dissertation document carefully reviewed and signed by committee chairperson, committee, and college dean to indicate approval of document | Final, approved document is submitted to the Division of Graduate Studies in PDF version  | Hard copies of thesis (3 copies) or dissertation (5 copies) are submitted to the university library archives with proof of payment of binding fee |  |  |  |



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Relevant Academic Forms can be found at:

<https://www.jsums.edu/registrar/forms/>

<https://www.jsums.edu/graduateschool/graduate-forms/>