

Graduation Clearance Process Spring 2011

- If you expect to graduate at the end of this semester, you must schedule an appointment with your academic advisor immediately so that a final transcript evaluation can be completed.
- You should have received an email or letter advising you to apply for online graduation clearance.
- To complete your graduation clearance application, you need to obtain your PIN from Mr. Graves (601-979-2249) or Dr. Chamberlain (601-979-5862).
- After you have applied for graduation clearance online and your academic advisor has cleared you for graduation, your application will be forwarded to Dr. Chamberlain for review.
- Please note that this year's clearance process will require you to come to the department to obtain information from Mr. Graves' office regarding the Exit Interview with the Dean, Dr. Dollye Robinson. **We will let you know when to begin coming to his office.** The dates for this process have not yet been established.
- **UNDERGRADUATES:** You must have (1) proof of having scheduled or taken the Graduate Record Exam (Praxis Exam for English Education majors) and (2) evidence of having passed the Undergraduate English Proficiency Exam (UEPE) or ENG 399. UEPE results or ENG 399 should already appear on your transcript by now.
- **GRADUATE STUDENTS:** Thesis binding fees must be paid before candidates can be cleared online. Fees for thesis binding must be paid to the Office of Financial Services. The thesis binding fee is \$75 for three copies.
- Once you have applied for graduation and your name appears on the graduation list, you will receive further information about commencement activities, dates for cap and gown orders in the bookstore, etc. This information will not come from the department; it usually comes from Dr. Bettye Graves.