

# Graduation Clearance Checklist for Graduate Degree Candidates

## A. Basic Requirements

The following are basic requirements for all graduate degree students:

<i>Item</i>	<i>Completed</i>
1. Completion of the Degree Plan via a Degree Evaluation in PAWS.	_____
2. Completed the required semester hours of course work with the required GPA.	_____
3. Completion of all University and department/program requirements.	_____
4. Removal of all Incomplete (I) Grades.	_____
5. Completion of the Application for Graduate Degree Candidacy.	_____
6. Complete on-line Graduation Clearance Process.	_____
7. Cap and gown ordered for Commencement.	_____

## B. Doctoral (Ph.D., Dr.P.H., and Ed.D.)

<i>Item</i>	<i>Completed</i>
1. Graduate Area Comprehensive Examination passed.	_____
2. Dissertation Committee Approved ( <i>IRB or IUCAC approval, if required</i> ).	_____
3. Committee Report of Defense Results on file with the Graduate School.	_____

## C. Specialist in Education (Ed.S.)

<i>Item</i>	<i>Completed</i>
1. Graduate Area Comprehensive Examination passed.	_____
2. Thesis/Project Committee Approved ( <i>IRB or IUCAC approval, if required</i> ).	_____
3. Committee Report of Defense Results on file with the Graduate School.	_____

## D. Masters

<i>Item</i>	<i>Completed</i>
1. Graduate Area Comprehensive Examination passed, <i>if required</i> .	_____
2. Thesis/Project Committee Approved ( <i>IRB/IUCAC approval, if required</i> ).	_____
3. Committee Report of Defense Results on file with the Graduate School, <i>if required</i> .	_____

## Important Web addresses

1. On-line Clearance: [https://osiris.jsums.edu:4446/pls/PROD/zctwbkwbis.P\\_WWWLogin](https://osiris.jsums.edu:4446/pls/PROD/zctwbkwbis.P_WWWLogin)
2. On-line Graduate Survey: <https://www2.jsums.edu/surveys/grad/>
3. Graduate School Homepage with links to on-line forms: <http://www.jsums.edu/~gadmappl/>

**NOTE: The graduation clearance process is ONLY good for the semester indicated. If you DO NOT graduate, you will need to repeat the on-line clearance process in the semester of graduation.**