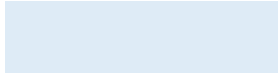




DIVISION OF GRADUATE STUDIES ACADEMIC MATTERS NAVIGATION CHART



degree plan
evaluation.



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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

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 (graduate@jsums.edu)	Form is reviewed and approved by the Division of Graduate Studies and sent to the studentrecords@jsums.edu for processing			
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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			
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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			



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		Area Comprehensive Examination				
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Projects, Theses, and Dissertations

Committee Approval Form (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
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