To determine which checksheets are outstanding, please check your Advisor Graduation Tracker often.

This tool is located inside your MyCampus Portal. To access this, click the ‘Employee Community’ tab, then click the ‘Information’ tab. The link to the tracker will be located on the bottom right portion of your page, beneath Registrar Tools. This can also be helpful in determining if advisors are correctly attached to their advisees. If you notice a discrepancy, please let us know so that we can get this corrected. Any departmental support staff would also have access to change advisors in the system using the form SGAADVR.

As we begin to receive the checksheets for what appears to be a record year for undergraduate graduation candidates, the following helpful hints will assist us in processing these in a timely manner. In addition, they may alleviate any confusion on behalf of the student.

1) Students cannot be added to the graduation list if they do not meet all requirements by the end of the semester in which the degree is to be awarded. (i.e. wanting to walk in May, but taking their last class in August.)
2) Checksheets are better sent stapled. With paperclips, other items can accidentally become attached.
3) Checksheets should NOT be sent by the student. These should come from the department, either via departmental mail or representative.
4) Checksheets are needed for each Major or Degree they are seeking.

Please make sure your advisee understands the difference between a Double-Degree and a Double-Major. Double-Degrees are two DIFFERENT Degree types, such as a Bachelor of Arts and a Bachelor of Science. Degrees types are also differentiated by the college in which they are awarded. If the student is seeking two majors, but have the same Degree type in the same college, they are considered a Double-Major.

BS in Sci/Math (Biological Sciences) + BA in Sci/Math (Chemistry) = Double Degree (one college) = Two Diplomas
BS in Sci/Math (Biological Sciences) + BA in HSS (Criminology) = Double Degree (two different colleges) = Two Diplomas
BS in Sci/Math (Biological Sciences) + BS in Sci/Math (Mathematics) = Single Degree with a Double-Major (one college) = One Diploma**

**Students will receive the one diploma with both majors listed. However, they now have the option of obtaining a diploma for each major for an additional $15 fee. This policy will be announced to our graduating students once we begin to identify them in our system.
5) Please make sure the checksheets include the appropriate signatures, as well as all supporting documentation, including general education requirements, degree specifics, etc. If the student has substitutions or exceptions, please attach appropriate documentation as well.

6) Be sure to check for repeated courses, as this can cause a shortage of hours once the repeated course credits have been removed.

7) Upper level credits also need to be closely checked as some courses may transfer in to satisfy the course requirement, but will not satisfy the upper-level requirement needed for graduation. (I.e. Arkansas History is an upper level course at ASU-J, but if it transferred in from a 2-yr school, it will only count as Lower level toward graduation.)

8) If there is any cause for concern in regard to the student’s graduation eligibility, please note this accordingly on the checksheet. This will help us properly code the student in the system. (I.e: must make a C or better in their current coursework, needs GPA recalculated after a repeated course is graded, has an incomplete from a previous term, etc.)

9) Please include current coursework and if transfer work, where it is being taken so that we can flag them accordingly.

10) Official transcripts from other institutions, as well as any outstanding course documentation such as Incompletes, Correspondence, AP/CLEP credit, etc., must be on file before the degree can be awarded. We only allow a two week window following commencement for the documentation to be received. If it is not here in a timely manner, the student will need to file a new intent card for the upcoming term (any graduation fee paid will carry over).

11) Honors determination is based on all semesters, EXCLUDING their last graduating term. To qualify for honors, students must be seeking their first baccalaureate degree and have completed 45 semester hours of graded coursework at ASU. If the student is a transfer student, both the ASU and Transfer GPA must meet the GPA criteria below.

    Cum Laude – 3.60-3.79 GPA  
    Magna Cum Laude – 3.80-3.99 GPA  
    Summa Cum Laude – 4.00 GPA

As a courtesy to our students, if they meet the requirements after the end of their graduating semester, we will then go back and post the honor to the transcript and reprint their diploma.

12) Students seeking a second degree still need to submit transcripts from previous institutions, as they are required to meet the English, Math and History/Political Science requirements.

13) Graduation fees are required of all students, even if they choose not to walk. Students will need to register for the section that pertains to them, as we have created sections for our Beebe and Mt. Home Degree Center students. Each of these sections are for the Jonesboro Commencement, they are just separated to allow for easy identification of our degree center students. If any of your advisees have registered for the wrong section, please have them email me and I will correct this in the system.

Failure to register by the deadline will result in their name being removed from the Commencement Program. If they fail to pay this fee by the end of the term, they will not be permitted to obtain their regalia, nor their diploma and final transcript.