

## THE DIVISION OF GRADUATE STUDIES

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Graduate studies at Jackson State were authorized by the Board of Trustees in 1953. Instruction was limited to Educational Administration and Supervision, for which the first Master of Science in Education degrees were awarded in 1957. Dr. Augustus C. Blanks was the first Director of Graduate Studies. In 1959, Dr. Charles C. Mosley succeeded Dr. Blanks as director and eventually as Dean of the Graduate Program. He was followed by Dr. Oscar A. Rogers, who became Dean of the Graduate Program in 1969. In 1972, the Graduate Program was elevated to school status, the result of a comprehensive expansion effort. In that year, the Master of Business Administration, the Master of Arts, and the Specialist in Education degrees were offered for the first time, and in 1974, the Master of Science degree was offered. In 1982 the first Doctor of Education Degree was conferred in Early Childhood Education. Dr. Leslie Burl McLemore was appointed Dean of the Graduate School in August, 1984. Dr. Bettye Ward Fletcher was appointed Dean of the Graduate School in August, 1991. The Environmental Science Doctoral Program was implemented in the Fall of 1992 as an interdisciplinary program based upon the integration of natural and applied sciences. The Master of Social Work degree was instituted in August, 1995. In 1996, Dr. Lula S. Collier served as the Interim Dean of the Graduate School. The Doctor of Philosophy in Social Work began in August, 1997. Dr. Dorris R. Robinson-Gardner became Dean of the Graduate School in August, 1997. In 2000, the University was classified as doctoral research-intensive by the Carnegie Foundation.

The Division of Graduate Studies has supervision of all graduate work at the University. The Division of Graduate Studies is composed of the departments which offer graduate instruction leading to masters', educational specialist, and doctoral degrees. The faculty of the Graduate

School consists of those faculty members in the departments who are qualified to teach and do research on the graduate level. Members of the graduate faculty engage in scholarly pursuits in terms of research, writing, publishing, and participating in professional organizations.

The University is authorized by the Board of Trustees of Institutions of Higher Learning to offer the Doctor of Education Degree in Early Childhood Education, the Doctor of Philosophy Degree in Business Administration, Chemistry, Clinical Psychology, Educational Administration, Environmental Science, Public Administration, Social Work, Urban Higher Education, and Urban and Regional Planning and the Doctor of Public Health.

### **The Graduate Council**

The Graduate Council is responsible for the development and coordination of general policies and procedures for graduate programs and the maintenance of uniform standards for the admission of students and for the awarding of graduate degrees. It is, therefore, the responsible body to recommend, initiate, develop, and approve graduate programs.

Acting with the Graduate Dean, it may initiate plans for improvement of graduate instruction, set standards for the Graduate Faculty, and, in general, oversee the proper functioning of the Division of Graduate Studies.

The Graduate Council consists of a representative, usually the Department Chair, from each department and program offering graduate degrees. At the annual University Fall Faculty Seminar, an additional representative from each School is elected for one year by the assembled graduate faculty. The Graduate Dean also appoints for one or two year terms additional members from the faculty at large in order to ensure balanced representation. Two graduate students are appointed by the Dean for one year. These representatives act in an advisory capacity to the Dean of the Graduate School and are charged with the transmittance to their departments of the deliberations of the Graduate Council and are also charged to bring recommendations to the Council.

During the academic year, the Graduate Council meets approximately once a month. Special meetings of the Council may be called by the Dean or by a majority of the Council members.

**The Graduate Faculty**

The Graduate Faculty consists of the President, Vice President for Academic Affairs, the academic deans and those members of the general faculty who, by their scholarly attainments in their own fields of specialization have demonstrated their competence to offer graduate instruction.

The purpose and functions of the Graduate Faculty, within limits established by the Board of Trustees, are to offer graduate courses, supervise thesis and dissertation research, and advise the Graduate Council and the Graduate Dean on the establishment of policies relating to graduate training. The major advisory functions of the Graduate Faculty are carried on by committees appointed by the Graduate Dean. Appointment to the Graduate Faculty is made by the Vice President for Academic Affairs.

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**GRADUATE ADMISSIONS**  
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Dr. Jeffrey D. Zubkowski, Associate Dean  
P.O. Box 17095  
1400 J. R. Lynch Street  
Jackson, MS 39217-0195  
Telephone: (601) 979-5841, or (800) 848-6817  
Fax: (601) 979-4325  
e-mail: gadmappl@jsums.edu

Admission is granted jointly by the Division of Graduate Studies and the program in which the student plans to study. Each program has its own procedures for evaluating applications. Once all required information is received by the Graduate Admissions Office, an admission packet is sent to the appropriate department for its decision. Once the Division of Graduate Studies receives a recommendation from the graduate faculty of the department and the College Dean or designee, applicants are notified by the Graduate Dean of the decision to admit, conditionally admit, or deny. Admission decisions are valid for 12 months for purposes of initial enrollment.

Application forms are available from the Division of Graduate Studies by calling 601-979-5841 or 800-848-6817 by e-mail at gadmappl@jsums.edu, or writing the Division of Graduate Studies, P.O. Box 17095, 1400 J. R. Lynch Street, Jackson State University, Jackson, MS 39217-0195. Forms may also be downloaded from the Division of Graduate Studies web site at

<http://www.jsums.edu/~gadmappl>.

It is the applicant's responsibility to ensure that all admission documents are received in the Division of Graduate Studies on or before the application deadline. All credentials submitted on behalf of an applicant become the property of the University and may be maintained for up to one year. Materials from applicants who do not submit all requested material may be shredded and discarded after one year.

All required information **MUST** be received by the following deadlines. Required information includes:

1. Application
2. Official Transcripts
3. Immunization Records
4. Application Fee, if applicable.
5. Departmental/program documentations and test scores.
6. Official TOEFL score and financial support documentation for international applicants.

**General Application Deadlines**

<b>Semester</b>	<b>Deadline</b>
Fall	March 1
Summer	March 15
Spring	October 15

**Deadlines for Specific Programs**

**January 15**

Summer Enrollment

Ed.S. in Educational Administration & Supervision  
M.S. in Educational Administration & Supervision

Fall Enrollment

Ph. D. in Educational Administration  
Ph.D. in Urban Higher Education

**March 1**

Fall Enrollment

Dr. PH. in Public Health  
M.S. in Community Counseling  
M.S.Ed.in School Counseling  
M.S.W. and Ph.D. in Social Work  
M.S. in Communicative Disorders  
Ph. D. in Public Administration  
Ph. D. in Clinical Psychology  
Ph. D. in Environmental Science  
Ph.D. In Urban and Regional Planning

**March 15**

Fall Enrollment

Ed. D. in Early Childhood Education  
Ph.D. in Business Administration  
Ph.D. in Urban Higher Education

Summer Enrollment

MSW Program - Advanced Standing

Applications received after the enrollment deadline for the desired enrollment period will be processed for the next

enrollment period. Selected academic programs only admit once a year, refer to the department's section of the catalog.

**Note:** *Each program, department or school may have admission requirements and standards above the general standards listed below. The student should consult the catalog section for the program, department and academic school for additional requirements.*

### **General Admission Requirements for the Masters' Level**

Applicants interested in pursuing a masters' degree should submit to the Division of Graduate Studies:

1. The Graduate Application for Admission,
2. Two official copies of transcripts from all colleges/universities attended,
3. Out-of State Applicants must submit a \$20.00 application fee using a money order.
4. Immunization Record showing proof of immunization compliance for measles and rubella, if born after Dec. 1957.

Other Requirements, sent directly to the program or department.

1. Three (3) letters of recommendation.
2. Special application forms and materials required by departments, refer to the department's section of the catalog.
3. Standardized test scores, refer to the department's section of the catalog.

International Applicants must also submit the following:

1. A satisfactory TOEFL (Test of English as a Foreign Language) Score.
2. A \$20.00 application fee using a money order.
3. Two certified, translated copies of all transcripts, mark sheets, and diplomas direct from the university/college(s) to the Graduate School. A minimum GPA of 3.00 (B average) at the undergraduate level for regular admission. A cumulative GPA of at least 2.50 at the undergraduate level (4.0 scale) is required for conditional status.
4. Certified Declaration of Financial Support on file in the Office of International Programs.

Once all required information is received by the Graduate Admissions Office a transmittal packet is sent to the appropriate department for its decision. Once the Division of Graduate Studies receives recommendation from the department and the College Dean or designee, applicants are notified by the Graduate Dean of the decision to admit, conditionally admit, or deny. Once an admission decision is made, the decision is valid for 12 months for purposes of

initial enrollment. Thereafter, the applicant should contact Graduate Admissions for readmission.

The Division of Graduate Studies considers for admissions to degree programs only those students who have earned degrees (bachelor's, master's, specialist) from regionally accredited colleges or universities. Students admitted to the Division of Graduate Studies are classified as:

1. Regularly admitted status,
2. Qualifying Status,
3. Conditionally admitted status,
4. Non-degree Status.

**Regular status** is awarded to students who have a minimum GPA of 3.00 (on a 4.00 Scale) at the undergraduate level and are admitted to a degree program.

**Qualifying Status** is awarded to students who have a minimum GPA of 3.00 (on a 4.00 Scale) at the undergraduate level but require the completion of prerequisites prior to admission to a degree program. The prerequisites are specified by the degree program, refer to the department's section of the catalog.

**Conditional status** may be assigned to students who possess a cumulative GPA of at least 2.50 - 2.99 at the undergraduate level (on 4.0 scale) and are admitted to a degree program. Students must earn regular status in the first semester of full-time enrollment, or in the first 12 hours of part-time enrollment by acquiring a GPA of 3.00 in the first 12 hours of graduate work.

#### **Non-Degree Status at the Masters' level**

Students may be granted special admission to earn certification, update professional skills, earn transfer credit, or to attend a workshop. Applicants for special status file only:

1. Application for Admission and Non-degree Enrollment form to the Graduate Admission Office.
2. Transcript(s) direct from college(s) to the Graduate Admission Office.
3. Possess a cumulative GPA of at least 2.50 at the undergraduate level (on 4.0 scale).

Non-degree students who may wish to earn a degree at a later date must meet all admissions (regular or conditional) criteria as listed above and have a 3.00 average for any graduate courses completed as a non-degree seeking student.

Students previously registered as non-degree students in the Division of Graduate Studies should note that work taken in this category is treated as transfer credit if the student is later admitted to a degree program. A maximum of twelve (12) semester hours may be transferred to a graduate degree

program from non-degree status subject to approval by the department chairperson and the Dean of the Graduate School.

### **General Admission Requirements for Specialist Degrees**

Applicants interested in pursuing a Specialist in Education (Ed.S.) degree should submit to the Division of Graduate Studies:

1. The Graduate School Application for Admission,
2. A masters' degree with the department required minimum GPA .
3. Two official copies of transcripts from all colleges/universities attended,
4. Out-of State Applicants must submit a \$20.00 application fee using a money order.
5. Immunization Record showing proof of immunization compliance for measles and rubella if born after Dec. 1957.

Other Requirements, sent directly to the program or department.

1. Three (3) letters of recommendation.
2. Special application forms and materials required by departments, refer to the department's section of the catalog.
3. Standardized test scores, refer to the department's section of the catalog.

International Applicants must also submit the following:

1. A satisfactory TOEFL (Test of English as a Foreign Language) Score.
2. A \$20.00 application fee using a money order.
3. Two certified, translated copies of all transcripts, mark sheets, and diplomas direct from the university/college(s) to the Graduate School.
4. Certified Declaration of Financial Support on file in the Office of International Programs.

### **Non-Degree Status for the Specialist Level**

Students may be granted special admission to earn certification, update professional skills, earn transfer credit, or to attend a workshop. Applicants for special status file only:

1. Application for Admission and Non-degree Enrollment form to the Graduate Admission Office.
2. Transcript(s) direct from college(s) to the Graduate Admission Office.
3. A masters' degree and the department required minimum GPA .

Non-degree students who may wish to earn a degree at a later date must meet all admissions (regular or conditional)

criteria as listed above and have a 3.00 average for any graduate courses completed as a non-degree seeking student.

Students previously registered as non-degree students in the Division of Graduate Studies should note that work taken in this category is treated as transfer credit if the student is later admitted to a degree program. A maximum of twelve (12) semester hours may be transferred to a graduate degree program from non-degree status subject to approval by the department chairperson and the Dean of the Graduate School.

### **General Admission Requirements for Doctoral Degrees**

Applicants interested in pursuing a doctoral degree (Ph.D., Dr.P.H., or Ed.D.) should submit to the Division of Graduate Studies:

1. The Graduate Application for Admission,
2. Two official copies of transcripts from all colleges/universities attended,
  - a. A Master's degree or a baccalaureate degree from an accredited college or university depending on specific program requirements,
  - b. A minimum GPA of 3.00 (on a 4.00 Scale) and the program/department required minimum GPA on the highest degree earned,
4. Out-of State Applicants must submit a \$20.00 application fee using a money order.
5. Immunization Record showing proof of immunization compliance for measles and rubella, if born after Dec. 1957.

Other Requirements, sent directly to the program or department.

1. Three (3) letters of recommendation.
2. Special application forms and materials required by departments, refer to the department's section of the catalog.
3. Standardized test scores, refer to the department's section of the catalog.
4. A written statement of purpose.

International Applicants must also submit the following:

1. A satisfactory TOEFL (Test of English as a Foreign Language) Score.
2. A \$20.00 application fee using a money order.
3. Two certified, translated copies of all transcripts, mark sheets, and diplomas direct from the university/college(s) to the Graduate School.
4. Certified Declaration of Financial Support on file in the Office of International Programs.

### **Admission of Faculty and Staff Members**

Jackson State University faculty and staff members may be admitted to the Graduate School through established procedures and meet all admission criteria. Faculty and staff may also do graduate work on a non-degree basis.

### **Readmission**

Readmission is NOT automatic. Readmission requires approval by the major department, the Academic College Dean or designee, and the Division of Graduate Studies.

**The student must file a Readmission Application at least three weeks before the beginning of the semester.** The student should consult with the major department or academic school before starting this process.

### **Inactive Students**

Students with "inactive" status must apply for readmission. An inactive student is one who in the last twelve month period has NOT:

1. Registered for at least three credit hours, or
2. Registered for continuous registration, or
3. Registered for thesis/dissertation, or
4. Received a leave of absence.

If the student wants to be readmitted to graduate study, the student has to file for readmission before being permitted to register.

An application for readmission is not required under the following circumstances:

1. If the student has registered during the Spring Semester and returns in the subsequent Fall semester.
2. If the student attended the preceding summer session but does not register during any semester of the intervening academic year.

### **Readmission After a Leave of Absence**

To register following a leave of absence, the student must file a Readmission Application at least three weeks before the beginning of the semester. The student should consult with the major department or academic college before starting this process.

### **Transfer of Credit at Time of Admission**

Graduate credit may be transferred from graduate schools of regionally accredited institutions. Transfer credit is not automatic and is made upon the recommendation of the chairperson of the major department, the academic college dean or designee and approval of the Dean of the Division of Graduate Studies. Credits are usually transferred during or at the end of the student's first semester of enrollment. Students should not assume that all graduate credits earned at other institutions will be transferred.

Only those hours in which the student has achieved a grade of "B" will be considered for transfer. A maximum of 9 semester hours of transfer credit may be applied towards the master's degree. These credits must be in an area that is the same as, or closely related to, the major field of concentration. Students should consult with the specific degree program for regulations pertaining to the program. Time limits apply to transfer credit. All master's and specialist students must complete their programs within eight years of starting coursework at Jackson State or elsewhere.

A maximum of 15 semester hours of transfer may be applied toward the doctoral degree. Students should consult with the specific degree program for regulations pertaining to the program. Time limits apply to transfer credit. Doctoral students must complete all degree requirements within ten years from the time of admission into a program.

A student who has previously registered as non-degree students in the Division of Graduate Studies should note that work taken in this category is treated as transfer credit if the student is later admitted to a degree program. A maximum of 12 semester hours may be transferred to a graduate degree program from non-degree status subject to approval by the department chairperson and the Dean of the Division of Graduate Studies.

Courses taken while a student is registered in other schools of the University are treated as transfer credit if applied later to graduate degrees. Such courses may not be used to meet residency requirements.

### **INTERNATIONAL STUDENT ADMISSION**

A prospective student who is not a US citizen applying for admission to Jackson State University as a graduate student must apply for admission by March 1, for Fall enrollment; October 1, for Spring enrollment; and March 15, for Summer enrollment. Applicants must submit the following required documents.

1. Application for Admission with \$20.00 admission Fee using a money order.
2. Three letters of recommendation from former college professors sent directly to the department or program.
3. Master's applicants: A minimum GPA of 3.00 (B average) at the undergraduate level or possess a cumulative GPA of at least 2.50 at the undergraduate level (4.0 scale) for conditional status.

Specialist applicants: must hold a masters' degree and the department required minimum GPA .

Doctoral applicants: a minimum GPA of 3.00 (on a 4.00 Scale) and the program or department required minimum GPA on the highest degree earned

4. A satisfactory TOEFL (Test of English as a Foreign Language) Score must be submitted (either paper or computer-based).
5. Certified, translated copies of all transcripts, mark sheets, and diplomas direct from the college(s) to the Division of Graduate Studies.
6. Special application forms and materials required by a department or academic college, if required.
7. Certified Declaration of Financial Support on file in the Division of International Studies.
8. Immunization Record showing proof of immunization compliance for measles and rubella, if born after Dec. 1957.

### **International Student Advisor**

A student from outside the United States attending Jackson State University on a non-immigrant (F-1 or J-1) student visa is advised through the Office of International Programs. Upon arrival on campus, all international students must report to the International Student Advisor, located at the central office, 1330 John R. Lynch Street. Advisement is offered under the guidelines of the Immigration and Naturalization Service (INS) in the following areas: (1) maintaining student visa status; (2) proper transfer to other school(s); (3) off-campus work authorization; (4) social security card information; (5) health insurance; (6) travel outside the United States; (7) change of visa status; and (8) reinstatement to student status.

The International Student Advisor will issue an I-20 form to new international students who are accepted to attend a full course of study at Jackson State University. Financial documentation must be forwarded to the Office of International Programs prior to an I-20 form being released for the student visa. International students must inform the International Student Advisor of matters such as enrollment status, change of an address, change of major, legal name change, and/or any disciplinary action taken by the university as a result of the student being convicted of a crime. For more information, contact the International Student Advisor at (601) 979-3794.

### **Changing Departments or Programs**

To transfer from one major department to another during a term in which a student is registered, the student is required to submit a new application.

To transfer from one program to another program located in the same department, the student is required to submit a "Program Transfer" form and submit it to the current major department, requesting transfer. If the department approves, the approval is noted, a current transcript and

FORM I attached to the form, and forwarded to the Graduate Dean for final action.

## **GRADUATE STUDENT SUPPORT**

Students who wish to apply for graduate student support must be admitted to the Division of Graduate Studies as a degree seeking student and must complete the required application form. Address requests for applications to Graduate Coordinator of Student Services, Jackson State University, Jackson, Mississippi 39217.

Certain departments and academic schools have departmental support for graduate students; interested students should write to the head of the department or the dean of the college concerned for further information.

### **Graduate Assistantships**

The Division of Graduate Studies awards assistantships each year with a monthly stipend plus full tuition for one academic year—Fall and Spring. To qualify for an assistantship the applicant must have at least a 3.00 average on a 4.00 scale, be able to carry at least 9 semester hours of course work each semester and be able to contribute 12 hours for master-level student or 15 hours for a doctoral level student of useful service weekly to a department or academic college. Applications may be obtained from the Division of Graduate Studies. Students should apply directly to the department chair or academic dean of the desired major field. The deadline for submitting applications is March 1.

### **Graduate Tuition-waivers**

The Division of Graduate Studies through the departments offering graduate studies, administers a number of tuition waivers. These scholarships provide tuition expense only and may vary in amount from partial to full tuition waiver. Application procedure is the same as outlined under Graduate Assistantships. Tuition-waivers are awarded per academic year. The deadline for submitting applications is March 1.

### **Diversity Scholarships**

Students who wish to apply for a diversity scholarship must be admitted to the Division of Graduate Studies as a degree seeking student and must complete the University's Application for a Diversity Scholarship. Preference is given to Mississippi residents. Applications are available from department chairs and academic deans or designee. Students should apply directly to the department chair and academic dean or designee of the desired major field. Scholarships are awarded per academic year. The deadline for submitting applications is March 1.

## FEDERAL FINANCIAL AID

The Office of Financial Aid at Jackson State coordinates all financial assistance offered to students. The fundamental purpose of the financial aid program is to make it possible for students to attend school who would normally be deprived of a graduate education.

Students who wish to apply for Federal Financial Aid must be admitted to the Division of Graduate Studies as a degree seeking student and complete a Free Application for Federal Student Aid (FAFSA) - [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### Federal Perkins Loans

A low-interest loan obtained through the university to help finance a student's college education. These loans are available for graduate students with exceptional need.

### Federal Stafford Loans

Federal Stafford Loans (subsidized and unsubsidized) are low interest loans made by banks, credit unions, saving and loan associations to students.

### Federal Work-Study Program

The Federal Work-study program provides part-time jobs for students who have a financial need. It is the student's responsibility to report to the Work Study Department to see if he/she qualifies.

### Standards for Satisfactory Academic Progress (SAP)

Section 484 of the Higher Education Act (HEA), as amended, requires that a student maintain satisfactory academic progress in the course of study he or she is pursuing according to the standards and practices of the institution in which he or she is enrolled in order to receive aid under the student financial assistance programs authorized by Title IV of the HEA.

Jackson State University students must show measurable academic progress towards a degree. Graduate students must earn a cumulative GPA of 3.00 for retention and to be eligible for graduation.

## TUITION and FEES

### Full-Time Students

State resident students who register for 9.0-13.0 semester hours will pay a flat rate per semester. State resident students that register for more than 13.0 semester hours will pay the flat rate plus a prorated amount for each hour over 13.0 hours. In addition to regular fees assessed graduate students, out-of-state graduate students will pay an out-of-state fee.

### Part-Time Students

A graduate student carrying fewer than 9 hours is considered part time. Part-time students are assessed tuition on a prorated amount per semester hour. Out-of-state students must pay, in addition, the prorated amount per semester hour.

### Auditing Students

A person may audit a course at the University without being officially enrolled as a degree seeking student. The student must, however, be eligible for admission to the University. A fee is charged per semester hour for each course, and no refund is made if the course is canceled at any time after registration.

### Examinations Charges

Entering students are assessed \$10.00 for the Graduate English Competency Examination.

### Thesis and Dissertation Fees

Masters and Specialist students completing a thesis are assessed a \$50.00 thesis fee. Doctoral students are assessed a \$75.00 dissertation fee.

*\*\*\*Fees are subject to change upon approval of the Board of Trustees of State Institutions of Higher Learning.\*\*\**

### Tuition Policy Adjustment

Tuition adjustments are based on the date that classes begin and the date a course is dropped or on the date of withdrawal. Students withdrawing from the University before the close of a semester must complete and "Application for Withdrawal" form. This form can be picked up in the Office of the Vice President for Student Affairs, located in the Student Affairs Building.

### Withdrawals and Refunds

The Higher Education Amendments of 1998 (HEA98) represent a major shift in the Return of Title IV Federal Financial Aid when a student withdraws from the University. This change in policy went into effect at

Jackson State University during the Fall 2000 semester. The policy governs all federal grant and loan programs but does not include the Federal Work Study program.

In general, it is assumed that a student "earns" approved/verified federal financial aid awards in proportion to the number of days in the term prior to the student's complete withdrawal. If a student completely withdraws from the University during a term, the University must calculate, according to a specific formula, the portion of the total financial assistance that the student has earned and is entitled to retain, until the time that the student withdrew.

## ACADEMIC REGULATIONS

### Student Responsibility for Meeting Graduate Requirements

Each student should thoroughly study the **Graduate Catalog** and become completely familiar with the organization, policies, and regulations of the university. Failure to do this may result in serious mistakes for which the student shall be held fully responsible.

Only the general academic regulations and requirements governing graduate programs are presented in CyberOrientation. Specific requirements pertaining to individual programs are outlined within the departmental section of the catalog.

It is the graduate student's responsibility to keep current on information which may affect their matriculation in graduate school. Whenever a problem occurs, the student should contact their major advisor and/or the Graduate Dean's office.

Advisors endeavor to provide such assistance in a timely and accurate manner, **but meeting requirements for graduation is the responsibility of the student.**

*Note: Each program, department or school may have standards above the general standards listed below. The student should consult the major department and academic school for additional requirements.*

A graduate student may be classified as:

1. In Good Standing,
2. On Probation, or
3. Subject to Dismissal.

**1. Good Standing.** A graduate student is judged to be in good standing when making adequate progress toward completion of degree requirements, has a cumulative GPA of 3.00 and is not on probation or subject to dismissal.

**2. Probation.** Failure to complete the required hours and maintain the above grade point average will result in a one semester probationary period. Probation is intended to provide a student whose performance is less than fully satisfactory a period of time to bring his/her performance up to a level consistent with the minimum standards enforced by the Graduate School and/or the program in which enrolled.

A student may not remain in probationary status for longer than two semesters. When a student is placed on probation, he/she will be notified of the fact in writing and will have one semester to correct the deficiencies that led to this action. If, at the end of this period, all deficiencies have been removed, and no other circumstances warranting probation have developed in the interim, the student will be returned to good standing. If the deficiencies have not been corrected by the end of this period, the student may become subject to dismissal.

Probation may be initiated by the Graduate Dean or by the recommendation of the Graduate Advisor in the student's major department, school, college or graduate group. A student may be placed on probation for one or more of the following reasons:

Failure to maintain an adequate level of performance (as measured by GPA) in courses central to the student's program of study.

Failure on the departmental preliminary examinations or failure to stand for such exams in a timely manner.

Failure to proceed to the comprehensive or qualifying exams within a reasonable period of time.

Failure to make adequate progress in meeting other stated program requirements for example: submission of an acceptable dissertation prospectus, passage of required language examinations, etc.)

Failure to make adequate progress in thesis or dissertation research or writing, or in the independent study project.

Students on probationary status may not be admitted to examinations (Master's Comprehensive or Doctoral

Qualifying), nor advanced to Candidacy, nor hold an academic appointment, nor receive a graduate fellowship, nor be eligible to receive a graduate degree.

**3. Unsatisfactory Work and Dismissal from a Department or Program.**

A graduate student whose course work is unsatisfactory may be requested to leave the program. The recommendation for dismissal must be made in writing by the adviser, stating specific examples of unsatisfactory work, and must follow a conference held between the student and the adviser. Academic school procedures for dismissal including notification of the Dean of the Graduate School must be followed.

**Reinstatement**

A former student must submit an Application for Readmission. Official transcripts from all institutions attended since a student was last enrolled at Jackson State University must be mailed to the Office of Graduate Admissions. Unofficial transcripts will not be accepted. Dismissed students who are approved for readmission will be readmitted on probation and must follow the requirements outlined and included with the student's letter from the Office of the Graduate School which must be received before the student is permitted to register.

**Grievance Policy**

**Objective** - To create and sustain an academic environment that permits students to freely express concerns or reveal complaints about their education and educational process and to have their complaints addressed swiftly and forthrightly.

**Statement** - Students enrolled at Jackson State University may register a concern or complaint about any academic regulation, the instructional program, delivery of the program, grades received, the academic advisement system, or any other matter related to academic affairs, without any adverse action for expressing the concern or filing the complaint. Concerns and complaints will be received, explored or investigated, and responded to in a fair and timely fashion, though students should understand the final response by the University may not be the response they prefer.

**Procedure**

*Classroom Concerns or Complaints* (e.g. Grades received; improper dismissals; unprofessional behavior)

Student discusses concern or complaint with the instructor.

Instructor provides a response (allow up to five days if investigation is required).

Complaints unresolved by the instructor or for which the response is unacceptable must be described in writing by the student and submitted to the department chair.

The chair properly logs and investigates the matter and provides a written response to the student within ten days.

Issues that are still unresolved must be submitted by the student to the school dean.

The dean provides the final written response within ten days, which may be done with committee input and/or in consultation with higher level administrators.

*Other Academic Concerns or Complaints* (e.g. Academic advisement or academic regulations)

Student discusses the concern or complaint with the academic advisor.

The advisor provides a response (allow up to five days if an investigation is needed), or refers it to the appropriate official/body, e.g. Department chair or Academic Standards Committee, for response within twenty days. The appropriate official/body returns the response to the advisor and the advisor returns it to the student.

Issues that are still unresolved must be submitted by the student to the school dean.

The dean provides the final written response within ten days, which may be done with committee input and/or in consultation with the Vice Provost for Academic Affairs.

If the complaint remains, the student will submit it to the Vice Provost for Academic Affairs for a final response.

Note: Academic complaints dating back more than a semester generally will not be investigated.

**The Grading System**

The student's proficiency in the work of graduate courses is rated in terms of letter grades. One semester of graduate credit represents one hour per week of class contact time for sixteen weeks. Grade point average (GPA) is determined on a 4.0 scale. The following are letters used to designate a student's standing in a course.

A- Excellent	4 quality points per credit
B-Good	3 quality points per credit
C-Fair	2 quality points per credit
D-Poor	1 quality point per credit
F-Failure	0 quality point per credit
IP-In progress	0 quality points
I-Incomplete	0 quality points

No more than two "C" grades are allowed. A GPA of 3.00 must be maintained both overall and in the student's major area of concentration at the Master's level. Doctoral students should consult the department chair and academic school dean for specific requirements.

**Use of the IP Grade** - The "IP" grade is to be assigned for Project, Thesis, Dissertation courses or independent study. The grade(s) for these courses should be assigned upon the successful defense of the Project, Thesis or Dissertation or completion of the independent study.

### **Repeating Courses**

Students in graduate degree programs are permitted to repeat one (1) course upon the recommendation of the departmental graduate advisor. Only one such repeat is allowed in a graduate program. Both grades will show on the transcript, and both will be used in computing the grade point average (GPA).

### **Incompletes**

When circumstances beyond a student's control prevent the completion of a course satisfactorily, the student has two options. One is to withdraw, if the 'drop' deadline has passed. The other is to request a grade of incomplete, "I", which allows a time extension. Such a request must be made before the semester ends and before the final exam, and the granting of this privilege is entirely at the professor's discretion.

If the student is in residence, the deficiency must be made up and the grade changed by the instructor within the first six weeks of the following semester. If the student is not in residence, the deficiency must be made up within one calendar year for the date the "I" was given.

The professor is required to indicate on the grade sheet the grade the student should receive if the incomplete is not removed within the prescribed time period. If the student fails to complete the course within the specific time, the grade so indicated will be recorded as the grade of record. When enrolled for thesis, research, or independent study, the "I/P" grade may be applied. No more than two "I's" are allowed at any time unless otherwise granted by the Graduate Dean.

### **Course Loads**

The minimum course load for a full-time graduate student during each semester of the academic year is nine (9) semester hours and the maximum is thirteen (13) semester hours. The Master of Social Work degree is an exception, requiring fifteen (15) semester hours. The minimum course load for the eight week summer session is six (6) semester hours and the maximum course load is nine (9) semester hours.

### **Concurrent External Credit**

Students enrolled at Jackson State University who wish to receive credit for courses taken at another institution must obtain written permission from the major department and the Graduate Dean PRIOR to enrolling in external courses. Students are advised to check if these courses will apply

towards degree requirements. Approved external transfer credit will be processed upon completion of the course.

### **Concurrent or Second Master's Degrees**

Students are not prohibited from earning two degrees; however, giving credit for one course in two degree programs is permitted only in programs under the College of Education and Human Development. It is considered preferable for an ambitious student to progress from one degree to a higher degree. In this case the earlier degree serves as a prerequisite or is automatically credited as part of the later degree.

Graduate courses which have been taken by undergraduate seniors and which have been applied toward the baccalaureate degree may not be used for filling requirements of a graduate degree.

### **Time Limits**

All master's and specialist students must complete their programs within eight years of starting coursework at Jackson State or elsewhere. Doctoral students must complete all degree requirements within ten years from the time of admission into a program. Specific programs may have different time limits.

### **Residency**

For Master's and Specialist students the residency is one semester; for doctoral students it is one year.

### **Scholastic Dishonesty**

Honesty being the foundation of all good citizenship, it is urgent that the student maintain a high standard of honor in scholastic work. The student should avoid all forms of scholastic dishonesty, especially the following:

Plagiarism: Using word for word passages from other people's writings as if they were your own writing is plagiarism.

Collusion: Working with another person in the preparation of notes, themes, reports, or other written work offered for credit (unless such collaboration has been specifically approved by the instructor in advance) is collusion.

Cheating on an examination or quiz: Giving, receiving, offering, or soliciting information or using prepared material in an examination or quiz is cheating. During examinations or quizzes students are expected to: (a) remain in the examination room until the examination is completed, (b) refrain from talking, (c) refrain from bringing notes and books into the examination room.

Cheating includes:

- a. the aid of another instructor on takehome quizzes.
- b. submitting the same paper in two courses.
- c. failure to report another student's cheating
- d. falsification of research results
- e. any action designed to deceive a faculty member.

Suspected violation of any of the above may constitute grounds for disciplinary action by the University.

### Withdrawal from the University

Formal withdrawal from the University is arranged through the Counseling Center in the Office of Student Life. No withdrawal from the University is official until the student has processed the appropriate forms. If a student cancels the entire registration, even if it is only a single course, a withdrawal form rather than a drop/add form must be filed. During the first 15 days from the start of registration, withdrawal from a class or from the University results in No Grade. For the next ten days, it results in "W". From the 26th day until ten days before the end of the semester withdrawal from the University results in "WP" or "WF"; withdrawal from a class is not permitted after the 26th day.

### Continuous Enrollment

Minimum registration for a graduate student to meet the continuous enrollment requirement is **one (1)** graduate credit a term. It is the student's responsibility to register for the appropriate number of credits to meet departmental requirements.

### Leaves of Absence

Under special circumstances such as illness, family hardship or military service a student who is a degree candidate may be given a leave of absence. In order to be considered for a leave of absence the student must NOT:

- Have registered for any course.
- Have been previously registered for thesis or dissertation credits.
- Have an "I" on his/her record.
- Be scheduled to take any examination (such as language, comprehensive, etc.)

Leaves of absence will be granted for one semester, or longer, as circumstances warrant. No leave is granted for more than one calendar year. To obtain a leave of absence:

1. The student writes a letter outlining in detail the reasons for requesting a leave. This letter should be addressed to the Chairperson of the student's major department.
2. The Chairperson will determine the appropriateness of giving the leave, adding his/her recommendation to the letter and forward it to the Graduate Dean.
3. After action by the Dean, the Division of Graduate Studies will notify the student, the department, and the

Registrar (the latter only if the leave is granted) of the decision.

### Advising of Students

Each graduate student pursuing a degree is assigned an advisor or mentor within the area in which the student is concentrating. This adviser will be appointed by the department chair in consultation with the student. If the student in a degree program chooses to write a thesis or a project, a committee of at least three (3) graduate faculty members will be appointed to help direct the thesis. Students writing a dissertation will be guided by a committee, chaired by the major advisor.

### IRB Approval of Research

All student and faculty research involving human subjects **MUST** be approved by the University's Institutional Review Board (IRB) prior to the conduct of the research. A copy of the IRB application is available in the department, online at the JSU website and the Graduate Office.

Students must show proof of IRB approval when they submit their project, thesis or dissertation proposal (Form A) to the Graduate School.

### Enrollment of Seniors in Graduate Courses

A graduating senior who has an overall 3.00 or better grade point average and who lacks no more than nine semester credit hours for the completion of the baccalaureate degree may, with the approval of the Dean of the Graduate School, register for a maximum of six (6) semester credit hours on the graduate level during the final undergraduate semester. No student may receive graduate credit for any course taken when he has not formally applied for, and received, admission to the Division of Graduate Studies.

### Courses Carrying Undergraduate and Graduate Credits

A maximum of twelve (12) hours of courses carrying undergraduate and graduate credits may be accepted as graduate credit under the following conditions:

1. Such courses may be listed in the Bulletin as offering both undergraduate and graduate credit
2. A minimum grade of "B" must be received in each course presented for graduate credit,
3. These courses must not also be used to fulfill undergraduate requirements;
4. The student must be enrolled in a graduate program when such courses are taken; and
5. Additional course requirements must be included for graduate students.
6. Graduate courses which have been taken by undergraduate seniors and which have been applied

toward the baccalaureate degree may not be used for filling requirements of a graduate degree.

## **CANDIDACY AND GRADUATION REQUIREMENTS**

*\*Students should consult with department chairs or academic dean for specific departmental, school and college requirements.*

### **Master's Degree**

#### **ADMISSION TO CANDIDACY**

When approximately 12-15 semester hours have been completed the student should make application for advancement to candidacy. Please note that student cannot be advanced to candidacy until:

1. All admission requirements have been met.
2. Notification on the Degree Plan (Form I) of the program option the student is electing, or that is required.
3. All incompletes ("I" grades) have been removed.
4. The Graduate English Competency Examination was passed, or in the event of failure, passed ENG 500 with a grade of B or better.
5. Earned a 3.00 cumulative G. P. A.
6. Filed the Application for Degree Candidacy (Form II) with the approval of the Candidacy Committee in his major department.

#### **Examinations**

Each graduate student who intends to earn a master's degree at Jackson State University must successfully pass qualifying, comprehensive or final examinations or a combination of these. The content and methods of conducting these examinations are the responsibility of the college, school or department.

#### **GRADUATE ENGLISH COMPETENCY EXAMINATION**

This test is taken prior to registration or during the first term when the student begins work beyond the undergraduate level at Jackson State University. It is designed to show the strengths and weaknesses of each student in the areas of grammar and usage, logic, organization and content. Students unsuccessful on the English Examination must pass English 500-Advanced Laboratory Writing. The examination can be taken only once. It is expected that students who must take English 500 will do so no later than their second semester of enrollment. A final grade of "B" or higher is considered passing in English 500. ENG 500 does not earn credit in graduate degree programs. Information on specific dates can be obtained from the Division of Graduate Studies, the Graduate website and academic departments.

Students in selected degree programs may meet this requirement by obtaining appropriate scores on the following examinations: GRE, GMAT and PRAXIS.

#### **GRADUATE RECORD EXAMINATION, (GRE)**

Candidates for degrees at Jackson State University may be required to take the Aptitude Test and may be required to take the Advanced Test in their field of specialization. Information with regard to dates and fees may be secured from the Psychometry Center or by writing to Educational Testing Service, 20 Nassau Street, Princeton, New Jersey 08540. Students should consult with department chair for specific departmental requirements.

#### **GRADUATE AREA COMPREHENSIVE EXAMINATION**

Each graduate student who intends to become a candidate for the master's degree at Jackson State University should take a written comprehensive examination in the student area of specialization after completing 24 semester hours of graduate credit with a cumulative average of "B" or better in courses completed.

No student may appear for the comprehensive examination until after he/she has been declared eligible for the examination by the Dean of the Division of Graduate Studies.. The student must be registered for at least one credit hour in the semester in which the examination will be taken. An audited course will not meet this requirement.

The Graduate Comprehensive Examination will be given three times a year, once in each semester. The date will be set by the Dean of the Division of Graduate Studies. A student may be permitted to take the Comprehensive Examination twice: if the student fails the second time, the student must petition the Academic College Dean or designee for permission to take the examination the third time. The student should register with the assigned adviser or department chair to take this examination in the last semester or summer session of course work.

#### **FINAL ORAL EXAMINATION.**

The Final Oral Examination is administered by a committee of at least three graduate faculty to students who write theses. This examination is based chiefly on the candidate's thesis and its relationship to the general field of education. No student is admitted to the oral examination unless he/ she has satisfied all previous requirements. This examination can be taken only after the thesis is in final form ready for final approval, and no earlier than the final term or semester of the candidate's program. Students who fail their oral examination may petition the Academic College Dean or designee for a second examination after an interval of six months has elapsed.

#### FOREIGN LANGUAGE READING EXAMINATION.

A passing grade on the Graduate Foreign Language Reading Examination can be required of candidates for the Master of Arts degree. The test consists of an examination testing the student's ability to translate from the foreign language into English. The examination is offered in French, Spanish, and German, and is given three times per year at the end of each semester and graduate summer session. In lieu of the examination, a graduate student may take the first-year sequence of a foreign language (101-102) and must make a "B" or better both semesters. To review for the examination, a graduate student may take French, German, or Spanish 500 (the Reading Knowledge course). This 500 course will in no way substitute for taking the examination itself. Application forms for the examination may be picked up at the main office of the Department of English and Modern Foreign Languages.

**SPECIAL DEPARTMENTAL EXAMINATIONS.** Students should consult with department chair or academic college dean or designee.

#### GRADUATION REQUIREMENTS

The following are the minimum requirements for all master's degree students:

1. Notification on Form I (Degree Plan) of the program option the student is electing, or that is required.
2. Completed the required semester hours of coursework with a "B" average.
3. Completion of all departmental requirements.
4. Completion of Forms III and IV.

#### PROGRAM OPTIONS

Degree programs vary in requiring a thesis, project, or additional coursework. It is the responsibility of the student to be knowledgeable of all departmental requirements. Students are strongly encouraged to consult with their departmental graduate adviser.

**Thesis** — (6 hours) The candidate electing to write a thesis will select a problem area of interest within his major field. The thesis will be directed by the student's major adviser with the approval of the student's thesis committee. There is a two (2) year limit on completing the thesis, calculated from the date the student passed the Graduate Comprehensive Examination. From the time the Graduate Comprehensive Examination is taken a student is required to be in continuous enrollment until the degree is earned within the two year limitation.

**Project**— (3 hours) The term "Project" is broadly conceived: it may be an experiment, a review of research, an analysis and evaluation of some psychological, educational or vocational problem related to the student's work or some other type of

independent study. The specific nature, procedure and requirements of the project are to be arranged by the candidate and his adviser with the approval of appropriate departmental faculty members or chairs. A minimum of 33 semester hours is required for this option. The results of the Project are to be reported in written form according to an acceptable stylistic form.

**Additional Coursework**—The student, in consultation with his/her adviser will select at least two additional courses to extend, expand or supplement his area of specialization.

### Specialist in Education

The Specialist in Education Degree is offered in some of the teaching fields in which Master's degrees are offered. To be considered for regular admission to the Specialist in Education Degree program the applicant must:

#### ADMISSION TO CANDIDACY

When approximately 12-15 semester hours have been completed the student should make application for advancement to candidacy. Please note that student cannot be advanced to candidacy until:

1. Notification on the Degree Plan (Form I) of the program option the student is electing, or that is required.
2. Earned a 3.00 cumulative G. P. A.
3. All incompletes ("I" grades) have been removed.
4. Completion of all departmental requirements.
5. Filed the Application for Degree Candidacy (Form II) with the approval of the Candidacy Committee in his major department.

#### Program Options

Degree programs vary in requiring a thesis (6 hours), project (3 hours) or coursework. It is the responsibility of the student to be knowledgeable of all departmental requirements.

#### Thesis and Project

All candidates submitting a thesis or project must defend it in a formal, public forum. The specific nature, procedure and requirements of the thesis or project are to be arranged by the candidate and his adviser with the approval of appropriate departmental faculty members or chairs. Policies and standards for establishing a committee and for preparation and submission are outlined in documents from the Division of Graduate Studies and individual departments. All procedures must be followed.

#### Examinations

Each graduate student who intends to earn a specialist degree at Jackson State University must successfully pass

qualifying, comprehensive or final examinations or a combination of these. The content and methods of conducting these examinations are the responsibility of the college, school or department.

#### GRADUATERECORDEXAMINATION,(GRE)andMILLER ANALOGIES TEST (MAT).

Candidates for degrees at Jackson State University may be required to take the Aptitude Test and may be required to take the Advanced Test in their field of specialization. Information with regard to dates and fees may be secured from the Psychometry Center or by writing to Educational Testing Service, 20 Nassau Street, Princeton, New Jersey 08540. Students should consult with department chair for specific departmental requirements.

#### GRADUATE AREA COMPREHENSIVE EXAMINATION.

Each graduate student who intends to become a candidate for the specialist degree at Jackson State University should take a written comprehensive examination in the student area of specialization after completing the requirements the graduate program with a cumulative average of "B" or better in courses completed.

No student may appear for the comprehensive examination until after he/she has been declared eligible for the examination by the Dean of the Division of Graduate Studies. The student must be registered for at least one credit hour in the semester in which the examination will be taken. An audited course will not meet this requirement.

The Graduate Comprehensive Examination will be given three times a year, once in each semester. The date will be set by the Dean of the Division of Graduate Studies. A student may be permitted to take the Comprehensive Examination twice: if the student fails the second time, the student must petition the Academic College Dean or designee for permission to take the examination the third time. The student should register with the assigned adviser or department chair to take this examination in the last semester or summer session of course work.

#### FINAL ORAL EXAMINATION.

The Final Oral Examination is administered by a committee of graduate faculty to students who write thesis or projects. This examination is based chiefly on the candidate's research and its relationship to the general field of education. No student is admitted to the oral examination unless he/ she has satisfied all previous requirements. This examination can be taken only after the thesis is in final form ready for final approval, and no earlier than the final term or semester of the candidate's program. Students who fail their oral examination may petition the Academic College Dean or designee for a second examination after an interval of six months has elapsed.

### GRADUATION REQUIREMENTS

These are the basic requirements for the specialist degree:

1. Notification on the Degree Plan (Form I) of the program.
2. Completion of the required course work with the required departmental cumulative GPA.
3. Comprehensive Examination, if required.
4. Defense of thesis or project.
5. Completion of Forms II, III and IV.

### Doctoral Degree

#### ADMISSION TO CANDIDACY

When eligibility has been established according to program requirements, the student should make application for advancement to candidacy. A student is eligible for candidacy when he has:

1. Achieved regular status
2. Earned a cumulative 3.00 GPA and the required departmental cumulative GPA.
3. All incompletes ("I" grades) have been removed.
4. Completion of all departmental requirements.
5. Filed Forms I and II with the approval of the Candidacy Committee in the major department.

#### Dissertations

All candidates must submit a dissertation based on independent and original research and must defend it in a formal, public forum. Policies and standards for establishing a dissertation committee and for preparation and submission are outlined in "Guidelines for Preparing the Doctoral Dissertation" and are supplemented by documents from the Graduate School and individual departments. All procedures must be followed.

#### Doctoral Examinations

Every student must pass a group of comprehensive examinations (oral, written, or both) that covers the primary areas of the student's program. After passing these examinations, the student may advance to candidacy.

#### Examinations

Each graduate student who intends to earn a doctoral degree at Jackson State University must successfully pass qualifying, comprehensive or final examinations or a combination of these. The content and methods of conducting these examinations are the responsibility of the college, school, or department.

#### GRADUATERECORDEXAMINATION,(GRE)andMILLER ANALOGIES TEST (MAT).

Candidates for degrees at Jackson State University may be required to take the Aptitude Test and may be required to take the Advanced Test in their field of specialization. Information with regard to dates and fees may be secured

from the Psychometry Center or by writing to Educational Testing Service, 20 Nassau Street, Princeton, New Jersey 08540. Students should consult with department chair for specific departmental requirements.

#### GRADUATE AREA COMPREHENSIVE EXAMINATION.

Each graduate student who intends to become a candidate for the doctoral degree at Jackson State University should take a written comprehensive examination in the student area of specialization after completing 80% of the graduate program with a cumulative average of "B" or better in courses completed.

No student may appear for the comprehensive examination until after he/she has been declared eligible for the examination by the Dean of the Division of Graduate Studies. The student must be registered for at least one credit hour in the semester in which the examination will be taken. An audited course will not meet this requirement.

The Graduate Comprehensive Examination will be given three times a year, once in each semester. The date will be set by the Dean of the Graduate School. A student may be permitted to take the Comprehensive Examination twice: if the student fails the second time, the student must petition the Academic School Dean or designee for permission to take the examination the third time. The student should register with the assigned adviser or department chair to take this examination in the last semester or summer session of course work.

#### FINAL ORAL EXAMINATION.

The Final Oral Examination is administered by a committee of graduate faculty to students who write dissertations. This examination is based chiefly on the candidate's dissertation and its relationship to the general field of education. No student is admitted to the oral examination unless he/ she has satisfied all previous requirements. This examination can be taken only after the thesis is in final form ready for final approval, and no earlier than the final term or semester of the candidate's program. Students who fail their oral examination may petition the Academic College Dean or designee for a second examination after an interval of six months has elapsed.

### GRADUATION REQUIREMENTS

These are the basic requirements for the doctoral degree:

1. A minimum of 60 semester hours of course work with the required departmental cumulative grade point average.
2. Notification on Form I (Degree Plan) of the program.
3. Internship if required.
4. Comprehensive Examination
5. Defense of Dissertation
6. Completion of Forms II, III and IV.

### Chronological Summary of Steps Leading to the Doctoral Degree

1. Admission and Continuous Enrollment
2. Completion of Coursework with the required GPA.
3. Meet residency requirement
4. Internship (if required by program)
5. Comprehensive Examinations
6. Appointment of dissertation committee.
7. Register, complete and defend dissertation
8. Apply for graduation
9. Dissertation publication, arranged through the Graduate School.
10. Granting of degree. Diploma, with commencement of date, issued by Registrar.

### Required Forms for Matriculation

The Division of Graduate Studies has developed four forms to be processed by graduate degree candidates. These forms may be obtained from department advisers. The forms properly executed provide general directions for matriculation at the University. Each form must be completed under the direction of the student's adviser.

**Form I** is the Degree Plan (Appraisal Sheet). This form should be filled and filed at the beginning of the student's program of study. It contains principal program requirements, thereby serving as a checklist for the candidate.

**Form II** is a Petition for Graduate Degree Candidacy. FILE FORM II after earning 12 semester hours (Masters and Specialist Degree) or 80% of required coursework (Doctoral) and only when all admission and departmental requirements have been met.

**Form III** is the Application for the Degree.

This form is to be filed in early October for December conferral, in early January for the spring Commencement and early in June for the summer Commencement. At this point the student should have filed an application to take the Comprehensive Examination.

**Form IV** is the Final Clearance. This form is to be completed and filed prior to Commencement. The degree candidate is made aware of the necessity to complete forms in the Offices of Alumni Affairs, Dean of Students, Placement, and the Director of Financial Aid. The student clears with the library and pays the thesis or dissertation fee (if required).

### Specific Degree Requirements

The specific requirements (admission, candidacy and graduate) for each degree are listed in the appropriate section of the catalog for the program, department, or

school. The student should consult the major department or academic school for additional requirements.

## GENERAL STATEMENTS

### General Philosophy on Academic Records

Jackson State University maintains a permanent academic record for each student enrolled. The Permanent Academic Record contains those grades received from course work completed at Jackson State University along with any transfer of courses and credits from any other accredited institution of higher learning that is used by JSU to fulfill the degree requirements. All records are confidential. Academic records are considered property of the University. Opportunities are provided for students to inspect and to control the release of information contained in their records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

The purpose of FERPA is to afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from those records. The Act applies to all education records maintained by JSU which are directly related to a student. Records containing a student's name, social security number or other personally identifiable information are covered by FERPA.

*The Retention and Disposal of Student Records:* The Office of the Registrar and Records currently maintains academic records for students previously and currently enrolled. Academic records are stored on the mainframe computer located in the Office of Information Technology with systems backup conducted nightly. Academic records that are not retrievable through computer access are stored on microfilm as well as a CD-Rom document imaging system located in the Registrar's Office. An additional copy of the microfilm, and CD-Rom disks are maintained at an off-site location, with duplicate copies of microfiche being stored in a steel vault located in the Office of Information Technology.

Once the information contained in the academic record has been electronically reproduced, the hardcopy document may be destroyed. However, the contents of those records can be reproduced at such time that the student requests personal examination or disclosure of the academic record be forwarded to another institution of higher learning, a potential or present employer, of any person or persons so designated by the student. The student must make a written request to have the academic record released. The academic record is generated and printed on transcript security paper which prevents duplicating or printing an official copy outside the Records Office.

### Name and Address Change

A student who has had a change in name after his/her last registration must provide the University with the appropriate documentation which substantiates the legal name change. This must be submitted to the Office of the Registrar and Records prior to the student's next registration. Registration under a name different from that used in the student's last enrollment cannot be accomplished without the appropriate documentation, which becomes a part of the student's permanent file. All grade reports and transcripts are issued under the student's legal name as recorded by the Office of the Registrar and Records.

A student who has had a change of address after his/her last registration must provide the University with the new address by completing the appropriate form. This form may be obtained from the Office of the Registrar and Records. All grade reports and transcripts will be mailed to the location of the new address.

### Student Participation in Institutional Governance

As constituents of the university community, students are free, individually and collectively, to express their own position on institutional policies and on matters of general interest and on matters of general interest to the student body. The Graduate Student Association (GSA) is the primary forum for graduate student representation and provides a channel for communication among graduate students at Jackson State University. The organization serves as a vehicle for students to participate in the formulation of university policies directly affecting them. Students also may participate in the decision-making process through active membership on *ad hoc* and standing committees as specified in the University's policies on committee structure.

Contact the Office of the Division of Graduate Studies for membership information or additional information on the Graduate Student Association, by phone, (601) 979-4322, or by e-mail, [gadmapp1@ccaix.jsu.edu](mailto:gadmapp1@ccaix.jsu.edu).

### Veteran Affairs Office

The Veteran Affairs Office assists students who are veterans and dependents of veterans who are eligible for benefits through the Veterans Administration. The office is located in B. F. Roberts and was established to act as a liaison between the eligible students and the various Jackson State University offices to resolve entitlement problems. It can be reached at (601) 979-2802 or 979-2801.

The office hours are: 8:00 a. m. to 5:00 p.m. Monday-Friday.

The mailing address is:  
Coordinator of Veterans Affairs  
P.O. Box 17125  
Jackson State University  
Jackson, MS 39217

### **Office of Support Services for Students and Employees**

Services for students with documented disabilities will be coordinated by the Office of Support Services for Students and Employees in B.F. Roberts Hall #111. Contact with Mr. V. Ballard, ADA Compliance Officer, prior to enrollment is encouraged.

The office hours are: 8:00 a. m. to 5:00 p.m. Monday through Friday. The telephone number is (601) 979-3704 or (601) 979-6919 [TTY] and the facsimile number is (601) 979-6918.

The mailing address is:  
Office of Support Services for Students and Employees with Disabilities  
P.O. Box 17156  
Jackson State University  
Jackson, MS 39217

### **Identification Cards (I.D.)**

Permanent identification (I.D.) Cards are issued to full-time and part-time graduate students upon enrollment. This card is the student's official University Identification and must be in the student's possession at all times. The I.D. card is not transferable and is validated each semester. It is the property of the University and must be surrendered upon request. It becomes void upon withdrawal and must be returned to Campus Police. Loss of an I.D. card should be reported promptly to the I.D. Division, Department of Public Safety, Jackson State University, so that a new card may be prepared. A fee of \$15 is charged for the replacement of an I.D. card.

### **RESIDENCE REQUIREMENTS**

Jackson State University applies the definitions and conditions as required by the State of Mississippi in the classification of students as residents or non-residents for the assessment of fees. Initial residency classification of an applicant for admission is determined at the time of admission. The University holds the student responsible for knowing and registering under their correct residential status. A student who willfully registers their status incorrectly will be subject to disciplinary action or dismissal and required to pay the fees they would have otherwise been required to pay. The following classifications will apply:

**A MINOR-** The residence of a person less than 21 years of age is that of the father. After the death of the father, these

residence of the minor is that of the mother. If the parents are divorced, the residence of the minor is that of the parent who was granted custody by the court; or, if custody was not granted, the residence continues to be that of the father. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death, unless the minor lives with a legal guardian of their person duly appointed by a proper court of Mississippi, in which case his/her residence becomes that of the guardian.

**AN ADULT-** The residence of an adult is that place where they are domiciled, that is, the place where they physically reside with the intention of remaining indefinitely or of returning permanently when temporarily absent.

**REMOVAL OF PARENTS FROM MISSISSIPPI-** If the parents of a minor who is enrolled as a student on an institution of higher learning move their legal residence from the State of Mississippi, the minor is immediately classified as a nonresident student.

**TWELVE MONTHS OF RESIDENCE REQUIRED-** No student may be admitted to the University as a resident of Mississippi unless their residence, as defined here in above, has been the State of Mississippi for a continuous period of at least 12 months immediately preceding their admission.

**RESIDENCY PETITIONS-** Nonresidents may petition the institution for a change of residency classification. A person who enters the State of Mississippi from another state and enters a system institution is considered a nonresident. Provided, however, that any person who has attained 21 years of age and has thereafter established residency and resided within the State of Mississippi for 12 consecutive months after attaining 21 years of age upon swore affidavit and other representation, may petition the particular institution for a change of residency classification for the purposes of fees and tuition assessment. The institution may make reasonable inquiry into the validity of the petitioner's claim. Such petition of change of residency must be made on or before the last day a student may register at a particular institution without penalty.

**RESIDENCE STATUS OF A MARRIED STUDENT-** A married student may claim the residence of the spouse, or may claim independent resident status under the same regulation, set forth above, as any other adult.

**CHILDREN OF PARENTS WHO ARE EMPLOYED BY THE UNIVERSITY-** Children of parents who are members of the faculty or staff may be classified as residents without regard to the residence requirement of 12 months.

**MILITARY PERSONNEL ASSIGNED ON ACTIVE DUTY STATIONED IN MISSISSIPPI-** Members of the U. S. armed forces on extended active duty and stationed within the State of Mississippi may be classified as residents, without regard to the residence requirement of 12 months, for the purpose of attendance at the University. Resident status of such military personnel who are not

legal residents of Mississippi (as defined in Section 37-103-12 of House Bill 409, passed during the 1988 Session of the Mississippi Legislature) shall terminate upon their reassignment for duty in the continental United States outside of Mississippi.

**CHILDREN OF MILITARY PERSONNEL-** Resident status of children of members of the armed forces on extended active duty shall be that of the military parent for the purpose of attending the University during the time that their military parent are stationed within the State of Mississippi and shall be continued through the time that military parents are stationed in an overseas area with last duty assignment within the State of Mississippi. Resident status of minor children shall terminate upon reassignment under permanent change of station orders of their military parents for duty in the continental United States outside of the State of Mississippi excepting temporary training assignments en route from Mississippi.

**CERTIFICATION OF RESIDENCE OF MILITARY PERSONNEL-** A military person on active duty stationed in Mississippi who wishes to avail her/himself or their dependents of the provisions of the paragraph titled "MILITARY PERSONNEL ASSIGNED ON ACTIVE DUTY STATIONED IN MISSISSIPPI" must submit a certificate from the military organization showing the name of the military member, the name of the dependent, if for a dependent, the name of the organization of assignment and its address (may be in the letterhead), that the military member will be on active duty stationed in Mississippi on the date of registration in the University; that the military member is not on transfer orders; and the signature of the commanding officer, the adjutant, or the personnel officer of the unit of assignment with the signers' rank and title. A military certificate must be presented to the Registrar each semester within 10 days prior to registration for the provisions of the paragraph "MILITARY PERSONNEL ASSIGNED ON ACTIVE DUTY STATIONED IN MISSISSIPPI", to be effective.

**FAMILIES OF STUDENT-** The spouse and children of a nonresident student who pays or receives a waiver of the NONRESIDENT fee may enroll at the University upon payment of the appropriate fees charged to a resident. Nonresident fees for spouses and children of part-time resident students will be prorated.

**ALIENS-** All aliens are classified as non-residents except those aliens lawfully admitted for permanent residence in the United States, and who reside in the State of Mississippi. An alien who petitions to be declared a resident of the State of Mississippi must prove that they have been accorded permanent residence by the United States Immigration and Naturalization Service. The alien petitioner must also prove their intent to remain in the State of Mississippi.

### Recommendations for Computers for Graduate Student Use

The Office of Information Technology recommends each graduate student have a computer with these minimum specifications:

Processor: AMD, Celeron, Intel P4 - 1.6 MHz  
Base RAM: 256 MB Base Video: 32 RAM  
Hard Drive: 20 GB Opticl Drive: CDROM  
NIC: 10/100 Base T  
Monitor: 17" Color  
Sound Card and Speakers

As technology changes these specifications will also change. Contact the Office of Information Management for the latest recommendation.

### GRADUATE PROGRAMS IN WHICH DEGREES ARE OFFERED

Program	Degree(s)
Accounting	M.P.A.
Biology	M.S., M.S.T.
Business Administration	M.B.A., Ph.D.
Chemistry	M.S., Ph.D.
Clinical Psychology	Ph.D.
Communicative Disorders	M.S.
Computer Science	M.S.
Criminology & Justice Services	M.A.
Early Childhood	M.S.Ed., Ed.D.
Educational Administration	Ph.D.
Educational Administration and Supervision	M.S., Ed.S.
Elementary Education	M.A.T, M.S.Ed., Ed.S.
Engineering	M.S.
English	M.A., M.A.T.
Environmental Science	M.S., Ph.D.
Guidance & Counseling	M.S.Ed, M.S., Ed.S.
Hazardous Waste Management	M.S.
Health, Physical Education and Recreation	M.S.Ed.
History	M.A.
Mass Communications	M.S.
Mathematics	M.S., M.S.T.
Music Education	M.M.Ed.
Political Science	M.A.
Public Administration	Ph.D.
Public Health	Dr. P.H., M.P.H.
Public Policy and Administration	M.P.P.A.
Reading Education	M.S.Ed.
Rehabilitative Services	M.S.
Science Education	M.S.T.
Secondary Education	M.A.T, M.S.Ed., Ed.S.
Social Work	M.S.W., Ph. D.
Sociology	M.A.
Special Education	M.S.Ed., Ed.S.
Technology Education	M.S.Ed.
Urban Higher Education	Ph.D.
Urban and Regional Planning	M.A., Ph.D.