



# The Graduate



Jackson State University  
Jackson, MS 39217

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## GUIDE TO SUCCESSFUL MATRICULATION IN THE GRADUATE SCHOOL

### APPLICATION PROCEDURE

- ◆ **CONTACT** the advisor for your major field immediately and at regular intervals throughout your matriculation.
- ◆ **REMEMBER** that reading is the key. Catalogs, forms, calendars and guidelines are available with directions which **MUST** be followed.
- ◆ **CONSULT** the Graduate School staff for any information. The Graduate School is located on the 1<sup>st</sup> floor of the Administration Tower. All forms, brochures and information can be obtained there.  
◆ (601) 968-2455.
- ◆ **APPLY** for admission in the Graduate School on the 1<sup>st</sup> Floor of the Administration Tower.
- ◆ **FILE** your application with all undergraduate and graduate transcripts, letters of recommendation and test scores.
- ◆ **NEGOTIATE** transfer of credit earned at another accredited institution with advisor before completing **FORM I**.
- ◆ **REGISTER** for courses only after consultation with your advisor. Lower number courses and core courses are typically taken initially.

### **Standards for Academic Progress**

**Not e** Each program may have standards above the general standards listed below. Please contact your department of interest for specific special regulations.

### **Full Time Graduate Students**

Graduate students pursuing a degree are required to maintain at least a 3.0 grade point average. Students

whose grade point average fall below 3.0 after completion of 18 hours generally are permitted one additional semester in which to obtain the required grade point average.

The above requirement is also applicable to part time students who are pursuing degrees.

### **Course Loads**

1. The minimum course load for a full-time graduate student during each semester of the academic year is nine semester hours; the maximum is 13 semester hours, with the **EXCEPTION** of the Master of Social Work (MSW) degree program, which requires 15 semester hours for full-time status. The minimum course load for an eight-week summer session is six hours; the maximum is nine hours.
2. At least 30 hours of study are required for the master's degree. Thirty hours beyond the master's degree are required for the specialist.
3. In general, sixty (60) hours are required beyond the master's for the doctoral.

### **Class Attendance**

Students at Jackson State University are expected to give their scholastic obligations first consideration. Regular and punctual attendance is required of all students in all activities scheduled for credit. When, for any reason, a student is absent from class, it is the student's responsibility to present to the instructor a reason for the absence. Any instructor may require all statements from the student with respect to absences be submitted in writing. Three hours of class is the maximum allowable unexcused absence.

The satisfactory explanation of absence does not, in any sense, relieve the student from the responsibility to do the work required during the absence.

## Repeating Courses

Students in graduate degree programs are not permitted to repeat courses, with one exception. Any course may be repeated 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 instructor's discretion.

The grade of "I" indicates the student has not completed the course for some unavoidable reason that is acceptable to the instructor. If the student is in residence, the deficiency must be made up and the grade changed by the instructor with 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 instructor is required to indicate on the grade sheet the grade the student should receive if the incomplete is not removed with 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" or the S/U (satisfactory/unsatisfactory) grade may be applied. No more than two "I's" are allowed at any time unless otherwise granted by the Graduate Dean.

## Probation

Failure to complete the required hours and maintain the above grade point average will result in a two semester probationary period inclusive of the semester enrolled. 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 be provided a reasonable period of time to correct the deficiencies that led to this action. If, at the end of the specified 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. In all cases, the Graduate Dean will consult with the student's major advisor before taking such action.

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 be advanced to Candidacy, nor hold an academic appointment, not receive a graduate fellowship, nor be eligible to receive a graduate degree.

## Unsatisfactory Work and Dismissal

A graduate student whose course work is unsatisfactory may be requested to withdraw.

The recommendation for withdrawal 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 and department chair. The recommendation must be approved by the Dean of the Graduate School.

## Withdrawal from the University

Formal withdrawal from the University is arranged through the Counseling Center in the Office of Student Affairs. 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, the 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.

### **Advising of Students**

Each graduate student pursuing a degree will work under an adviser within the area in which the student is concentrating. This adviser will be appointed by the department chair. 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 of at least five professors, chaired by the major advisor.

### **IRB Approval of Research**

Effective August 1993, all student and faculty research **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 and the Graduate Office. Students currently engaged in research who have not been approved by the IRB should contact the Graduate School immediately. Students *must show proof of IRB approval when they submit their project, thesis or dissertation to the Graduate School.* The IRB form is filed with the Office of Sponsored Programs, 7th Floor, Administration Tower.

### **Readmission**

Readmission is NOT automatic. Readmission requires approval by the major department and the Graduate School.

### **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 intends to return in the 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.

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

Graduate credit may be transferred from graduate schools of accredited institutions. Transfer is not automatic and is made upon the recommendation of the chairperson of the major department and approval of the Dean of the Graduate School. 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" or its equivalent 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 who have previously registered as non-degree students in the Graduate School 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 Graduate School.

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.

### **The GRADUATE ENGLISH COMPETENCY EXAMINATION.**

This test is taken prior to registration or during the first term when the student begins work at the *masters-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 scoring low on the English Examination must pass English 500-Advanced Laboratory Writing. The examination can be taken only once. It is required 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.

**GRADUATE AREA COMPREHENSIVE**

A 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 and the English Competency requirement.

Students should consult with department chairs for specific departmental requirements.

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 Graduate Council 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.

**FORMS**

- ◆ **Form I** is the Degree Plan (Appraisal Sheet). This form should be completed 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. You should retain the white copy (original). This copy is attached to Form IV when filing for graduation.
- ◆ **Form II** is a Petition for Graduate Degree Candidacy. FILE FORM II after earning twelve (12) semester hours and only when all admission requirements have been met.
- ◆ **Form III** is the Application for the Degree. This form is to be filed by January 10 for the spring Commencement and June 10th for the summer Commencement. At this point the student should have filed an application to take the Comprehensive Examination.
- ◆ **Form IV** is Final Clearance. This form is to be completed and filed within five days 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 Director of Financial Aid. The student clears with the library and pays the graduation fee.
- ◆ **Forms A & B**- Students writing projects, theses or dissertations are required to file these forms. Form A is to establish the committee that will guide the student's research effort. Form B is to obtain approval of the research topic. It is required that these forms be filed with the appropriate signatures as approval to do a project, thesis, or dissertations.

◆ **DO NOT** file two or more forms together. They must be distributed over the period of enrollment so that action may be taken on: (1) your plan of study, (2) your candidacy, (3) your application for the degree, and (4) your degree award.

**Dates and Deadlines for Spring 1999**

Graduate Pre-registration.....	Nov. 16-Dec. 11, 1998
Graduate student registration for 1999 Spring Semester.....	Jan. 7 & 8
Spring Graduate Student Orientation..	Jan. 20 & 21
Form III Due.....	Feb. 12
Spring Graduate English Competency Examination Registration Date..	Feb. 17
Spring Graduate Comprehensive Examination Registration Date..	Feb. 17
Last Day a Course may be Dropped Without a Grade.....	Feb. 17
Last Day to Receive a percentage Refund.....	Feb. 17
Application Deadline for Graduate Assistantships, Tuition Waivers, and Diversity Scholarships, Contact your department.....	March 1
Application Deadline for Summer 1999 enrollment.....	March 15*
Application Deadline for Fall 1999.....	March 1*
Spring Graduate English Competency Examination.....	March 6
Spring Graduate Comprehensive Examination.....	March 6
Deadline to measure for Cap & Gown..	April 3
Last Day to Submit Thesis, Projects, & Dissertations.....	April 9
Graduate student pre-registration for Summer and Fall 1999.....	Apr. 14-May 7
Last Day to Submit Corrections.....	April 30
Last Day to Submit Clearance Forms for May Graduation.....	April 30
Last Day to Withdraw from University..	May 3
Spring Commencement!.....	May 15

\* General Dates-check with The Graduate School for specific deadlines for Departments.

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**Some Dates for Summer 1999**

<u>May</u>		
27	Tuesday	Evening Registration, 6:00 - 8:00 p.m.
<u>June</u>		
9	Monday	<b>Classes Begin</b>
<u>July</u>		
4	Friday	HOLIDAY - Fourth of July
7	Friday	Last Day to Drop a Class with "W" Grade
28	Monday	Last Day to Withdraw from the University
Jul 31-Aug 1	Thurs-Fri	<b>Final Examinations</b>
<u>August</u>		
2	Saturday	<b>Commencement</b>