



# The Graduate

Jackson State University  
Jackson, MS 39217



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Mississippi's Urban University  
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## POWERPOINT WORKSHOP

The Graduate School will hold a workshop on "PowerPoint" for students writing a dissertation or thesis on March 17, 1999 at 6:00 p.m. in the IT Computer Lab (C.F. Moore, 1st Floor). Dr. I. Omoregie, Academic Coordinator for Information Technology, will give the presentation. Students will learn techniques to enhance their presentations.

Contact: Ms. R. Pride, Coordinator of Student Services  
(601) 968-2455, rpride@ccaix.jsums.edu

## Teachers Opportunities Workshop

All prospective and current teachers (holding a Class A certificate and wishing to upgrade to Class AA) are invited to attend a Teachers Opportunities Workshop. The Workshop will be held March 18 at 4:00 p.m. in the Sports Hall of Fame Room in the JSU Athletics and Assembly Center (Corner of Pearl and Prentiss Streets). Representatives from the Institution of Higher Learning will present and explain the requirements for the William Winter Scholarship/Loan for first-time teachers and the Graduate Teacher Summer Scholarship/Loan for currently employed Class A teachers.

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### Spring Reminders

#### Advising of Students

Each graduate student pursuing a degree is assigned an adviser 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

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.

### REMEMBER

Students should consult with department chairs or academic school dean for specific departmental or school requirements.

## Required Forms for Matriculation

The Graduate School 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 completed and filed at the beginning of the student's program of study. It contains the 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 and only when all admission, departmental, and academic school requirements have been met.

**Form III** is the Application for the Degree. This form is to be filed by January 10 (see extended deadline) for the Spring Commencement and June 10th for the Summer Commencement. At this point, the student should have filed an application to take the Graduate Area

Comprehensive Examination.

**Form IV** is the Final Clearance for Graduation. This form is to be completed and filed prior to Commencement. The degree candidate is made aware of the necessity to complete forms in Alumni Affairs, Dean of Students,

Placement, and Director of Financial Aid.

The student clears with the library and pays the graduation fee.

Did you know? A married student may claim the residence of the spouse, or may claim independent resident status.

### 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 Extended Deadline .....	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
Priority Application Deadline for Graduate Assistantships, Tuition Waivers, and Diversity Scholarships, Contact your department.....	March 1
Priority Application Deadline for Summer 1999 enrollment.....	March 15*
Priority 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 9
Last Day to Submit Theses, Projects, & Dissertations.....	April 9
Graduate student pre-registration for Summer and Fall 1999.....	Apr. 14-May 7
Last Day to Submit Corrections for Theses, Projects, & Dissertations.....	April 30
Last Day to Submit Form IV for May Graduation.....	April 30
Last Day to Withdraw from University.....	May 3
Spring Commencement!.....	May 15

\* General Dates-check with Department Chair, Academic School Deans and/or THE GRADUATE SCHOOL for specific deadlines for Departments and Academic Schools

THE GRADUATE SCHOOL  
(601) 968-2455  
gadmappl@ccaix.jsums.edu

Dr. Dorris R. Robinson-Gardner, Dean  
Dr. Jeffrey D. Zubkowski, Associate Dean  
Ms. Rosetta Pride, Coordinator Student Services  
Mr. Curtis Gore, Coordinator Graduate Admissions  
Ms. S Foote, Coordinator of Administrative Services

Ms. S. Williams, Secretary  
Ms. L. Marian, Admissions Clerk  
Mr. Mzolisi Payi, Graduate Assistant  
Ms. Daffeny Felton, Graduate Assistant  
Mr. Jonathan Aldridge, Graduate Assistant