

# Guidelines for Completion of the Doctorate

The Graduate Faculty

The Department/Program

The Doctoral Student



**The Division of  
Graduate Studies**

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Through a system of academic advising, Jackson State University assists each student in planning academic programs, developing course schedules, completing graduate requirements, and making decisions affecting educational growth and development. The student is urged to consult an academic advisor each registration period to review policies and degree requirements. Academic advisors endeavor to provide assistance in a timely and accurate manner.

## **Mentoring Graduate Students**

Mentoring plays a vital role in the graduate experience and requires a communicative partnership between the student and the mentor, with the support of the program and graduate school.

## **Graduate Faculty**

While mentoring is necessarily an individual matter, a good mentor should relate to graduate students as individuals. A good mentor helps students to identify their strengths and weaknesses, to build on the former, and to work on overcoming the latter.

## **Graduate Departments/Programs**

Graduate departments and/or programs are responsible for providing an environment in which students can be successful.

## **Graduate Student**

Graduate students bear responsibility for ensuring a positive mentoring relationship with their advisor, and for meeting the requirements of the degree program.

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

## **On-Line Resources**

### **Graduate Catalog**

<http://www.jsums.edu/~gadmappl/Catalog/Gradcatalog.html>

### **CyberOrientation**

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

### **CyberAdvising**

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

### **Dates & Deadlines**

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

## Summary of Procedures for Doctoral Students

<u>Procedure</u>	<u>Responsible Party</u>	<u>Action Date</u>
Degree Plan (Form I) <sup>1</sup>	Student with Advisor	First Semester of Enrollment
Preliminary Examination	Student with Advisor	Determined by Department/Program
Apply for Degree Candidacy (Form II) <sup>1</sup>	Student, Advisor and Candidacy Committee	After completion of 80% of coursework and departmental/program requirements
Obtain approval by IRB or IACUC <sup>2</sup>	Student with Advisor	Before beginning work on the dissertation, <i>at least one year prior to anticipated defense</i>
Formation of dissertation committee and submission of proposal (Form A) <sup>1</sup>	Student, Dissertation and Department Chair	Before beginning work on the dissertation, <i>at least one year prior to anticipated defense</i>
Complete the Graduate Area Comprehensive Examination Requirement	Student	Deadline listed on the “Graduate Calendar”
Obtain a copy of “Guidelines for Preparing a Doctoral Dissertation”.	Student	Before the first draft of the dissertation is typed.
Scheduling of Dissertation Defense	Student and Advisor	Deadline listed on the “Graduate Calendar”
Submission of preliminary copies of dissertation to committee	Student	At least two weeks before defense
Announcement of Dissertation Defense	Dissertation Director	At least two weeks before defense
File “Application for Graduation” (Form III) <sup>1</sup>	Student	Deadline listed on the “Graduate Calendar”
Defense of the Dissertation	Student and Dissertation Committee	Deadline listed on the “Graduate Calendar”
Submission of Defended Dissertation to the Graduate School with Form B <sup>1</sup>	Student	Deadline listed on the “Graduate Calendar”
Final Submission of Corrected, Defended Dissertation	Student	Before deadline listed in the “Graduate Catalog”
Removal of Incomplete or “In-Progress” Grades	Student/Instructor	When course requirements are met
File “Graduation Clearance Form” (Form IV) <sup>1</sup>	Student	Deadline listed on the “Graduate Calendar”

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1- Forms available on the web at: <http://www.jsums.edu/~gadmappl/Resource.html>

2- IRB is the Institution Review Board (Human Subject) and IACUC is the Institution Animal Care and Use Committee.