

Guidelines for Completion of a Masters' Degree

The Graduate Faculty

The Department/Program

The Graduate 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 Masters' Students

| <u>Procedure</u> | <u>Responsible Party</u> | <u>Action Date</u> |
|--|--|--|
| Degree Plan (Form I) ¹ | Student with Advisor | First Semester of Enrollment |
| Register for the Graduate English Competency Examination | Student | Deadline listed on the "Graduate Calendar" |
| Apply for Degree Candidacy (Form II) ¹ | Student, Advisor and Candidacy Committee | After completion of 12 hours of coursework and departmental/program requirements |
| Complete the Graduate Area Comprehensive Examination Requirement | Student | Deadline listed on the "Graduate Calendar" |
| File "Application for Graduation" (Form III) ¹ | Student | Deadline listed on the "Graduate Calendar" |
| Inclusion of name and Thesis/Project on the official graduation list | Department Chair | Before deadline specified by the Registrar |
| Removal of Incomplete or "In-Progress" Grades | Student/Instructor | When course requirements are met |
| File "Graduation Clearance Form" (Form IV) ¹ | Student | Deadline listed on the "Graduate Calendar" |

For students completing a Thesis or Project

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|--|--|--|
| Obtain approval by IRB or IACUC ² | Student with Advisor | Before beginning work on the Thesis/Project, <i>at least one semester prior to anticipated defense</i> |
| Formation of Thesis/Project committee and submission of proposal (Form A) ¹ | Student, Thesis/Project and Department Chair | Before beginning work on the Thesis/Project, <i>at least one semester prior to anticipated defense</i> |
| Obtain a copy of "Guidelines for Preparing a Thesis/Project". | Student | Before the first draft of the Thesis/Project is typed. |
| Submission of preliminary copies of Thesis/Project to committee | Student | At least two weeks before defense |
| Announcement of Thesis/Project Defense | Thesis/Project Director | At least two weeks before defense |
| Defense of the Thesis/Project | Student and Thesis/Project Committee | Deadline listed on the "Graduate Calendar" |
| Submission of Defended Thesis/Project to the Graduate School with Form B ¹ | Student | Deadline listed on the "Graduate Calendar" |
| Final Submission of Corrected, Defended Thesis/Project | Student | Deadline listed on the "Graduate Calendar" |

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.