

“The Successful Graduate Student”

**Guide
to
Successful
Matriculation**

Graduate Students

Doctoral
Specialist
Masters



The Division of Graduate Studies

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Things to Remember.....

- Contact the advisor for your major field as soon as you get to campus and at regular intervals throughout your studies.
- Reading is a key. Catalogs, forms, calendars and brochures are available with directions that must be followed.
- Consult the Division of Graduate Studies for information and answers to questions when in doubt. The Division's office is located on the 1st Floor of the Administration Tower.
- Negotiate transfer of credit with advisor when completing Degree Plan. Time limits apply to transfer of credit.
- 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 of admission into a program. Specific programs may have different time limits.
- Enroll for courses only after consultation with your advisor. Lower numbered courses are typically taken first. Core courses should be taken initially.
- Do not file two or more forms together. They should be completed as you progress through your studies. Residence For Master's and Specialist students the residency is one semester; for doctoral students it is one year.
- All first-time Masters Students must take and pass the Graduate English Competency Examination.
- Continuous Enrollment Requirement. A student who has completed all coursework, must enroll for one semester hour of coursework each semester.
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- Continuous Enrollment Requirement. A student who has completed all coursework, must enroll for one semester hour of coursework each subsequent semester in order to obtain library privileges and parking permits, etc. If the degree is not awarded at the end of the semester or summer term, as anticipated, another registration for one semester hour is required in the semester in which the degree is granted.

Standards for Academic Progress

A graduate student may be classified as: In Good Standing, On Probation, or Subject to Dismissal.

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

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.

Students whose grade point average falls below 3.0 in any semester will be placed on probation. That student must attain a cumulative 3.0 grade point average by the end of the following (probationary) semester. When a student is placed on probation, he/she will be notified of the status in writing by the department. 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.

THE GRADUATE ENGLISH COMPETENCY EXAMINATION (GECE).

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 at the Masters' level. It is designed to show the strengths and weaknesses of each student in the areas of grammar and usage, logic, organization and content. The examination can be taken only once. Students unsuccessful on the GECE must pass English 500-Advanced Laboratory Writing. 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 and academic departments.

GRADUATE AREA COMPREHENSIVE EXAMINATION, (GACE)

Master-level: 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's area of specialization after completing 24 semester hours of graduate credit. The student must have a cumulative average of "B" or better and have met all requirements for degree candidacy.

Specialist: 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's area of specialization after completing the requirements of the graduate program with a cumulative average of "B" or better in courses completed.

Doctoral-level: 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's area of specialization after completing 80% of the graduate program with a cumulative average of "B" or better.

General Comments: 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 typically be given three times a year, Fall, Spring and Summer. 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 advisor or department chair to take this examination in the last semester or summer session of course work.

**Students should consult with the department chair or academic dean for specific departmental, school and college requirements and number of examinations offered per year.*

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 and 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 for a second examination after an interval of six months has elapsed.

Thesis 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 advisor 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 Area Comprehensive Examination. From the time the Graduate Area Comprehensive Examination is taken a student is required to be in continuous enrollment until the degree is earned within the two year limitation. Policies and standards for establishing a thesis committee and for preparation and submission are outlined in "Guidelines for Preparing the Masters' Thesis" and are supplemented by documents from the Division of Graduate Studies and individual departments.

Master's Project: The term "Project" is broadly defined: 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 nature. Procedures and requirements of the project are to be arranged by the candidate and his advisor with the approval of appropriate departmental faculty members or chairs. Policies and standards for establishing a project committee and for preparation

and submission are outlined in "Guidelines for Preparing the Masters' Project" and are supplemented by documents from the Division of Graduate Studies and individual departments.

Specialist Thesis/Project

Consult your departmental guidelines.

Doctoral Examinations and Dissertations

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. 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 Division of Graduate Studies and individual departments.

FORMS

The University uses several forms to assist in the advising process for 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.

Committee Approval Form documents the constitution of a student's dissertation committee and approval of the student's research proposal by the student's committee.

Committee Report of Defense Results is completed upon the successful defense of the dissertation before the student's committee. This form must be submitted prior to final clearance for graduation.

Degree Plan (Degree Audit). It contains principal program requirements, thereby serving as a checklist for the candidate.

Application for Graduate Degree Candidacy. Complete this form 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. The student also forms the committee for the dissertation, thesis or project at this time.

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.

Final Clearance. This form is to be completed and filed prior to Commencement.

VETERAN AFFAIRS

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 Hall and was established to act as a liaison between the eligible students and the various Jackson State University offices to resolve entitlement problems. The office hours are: 8:00 a. m. to 5:00 p.m. Monday-Friday.

A graduate student may not remain in a probationary status for longer than two semesters. 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 will not be certified to the VA.

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.

Recommendations for Computers

The Office of Information Management 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

NIC: 10/100 Base T

Optical Drive: CD ROM

Monitor: 17" Color

Sound Card and Speakers

Services for International Students

A student from outside the United States who is attending Jackson State University on a non-immigrant student visa comes under the direction of

the International Student Advisor. Special on-campus advisement is provided for these students by the International Student Advisor. At the beginning of each semester, foreign students are required to register with the International Student Advisor. The Division of International Programs is located at 1330 Lynch Street, phone: (601) 979 3791.

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 to the student body. The Graduate Student Association (GSA) provides a channel for communication among graduate students at JSU. This 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.

The Division of Graduate Studies

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Dr. Jeffrey D. Zubkowski

Coordinator of Graduate Admissions

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Services

Ms. Sarah Foote

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