

“The Effective Graduate Advisor”

Policies, Processes & Web Guide 2008



**The Division of Graduate Studies
Jackson State University**

Telephone: 601-979-2455

Fax: 601-979-4325

**website: <http://www.jsums.edu/~gadmappl>
e-mail: gadmappl@jsums.edu**

The Division of Graduate Studies has administrative supervision of all graduate work at the University. The Division of Graduate Studies is composed of the departments which offer graduate instruction leading to masters', educational specialist, and doctoral degrees. The faculty of the Division of Graduate Studies consists of those faculty members in the departments who are qualified to teach and conduct research on the graduate level. Members of the graduate faculty engage in scholarly pursuits in terms of research, writing, publishing, and participating in professional organizations.

In order to receive a graduate degree from Jackson State University, students must demonstrate to the satisfaction of the graduate faculty of their department, school or college, and to the faculty of the University that they have received a high level of professional and academic competence. This demonstration is illustrated with a display of their intelligence, scholarship, pragmatism, and admirable personal qualities. The determination of fitness to qualify for the degree rests solely upon the estimate which the faculty makes of the student's right to the degree.

JSU FACTS

Among HBCU's

- # 2 Producer of African-American Doctorates
- #1 Producer of African-American Doctorates in Education

All Colleges & Universities

- #5 Producer of African-American Doctorates
- #4 Producer of African-American Doctorates in Education

Masters Degrees (African-Americans among HBCU'S)

- # 2 - Physical Sciences
- #3 - Education
- #3 - Health and Related Professions
- #4 - Computer Sciences
- #10 - Biological Sciences

(Source: Diverse, July 10, 2008 and Online issue)

Advising of Graduate Students at Jackson State University

GRADUATE ADVISING PROCESS

Through a system of academic advising, Jackson State University assists each student in planning academic programs, developing course schedules, completing graduation requirements, and making decisions affecting educational growth and development. The student is urged to consult his/her academic advisor each registration period to review policies and degree requirements. While academic advisors endeavor to provide assistance in a timely and accurate manner, meeting requirements for graduation is the responsibility of the student.

THE GRADUATE FACULTY

The Graduate Faculty consists of the President, Vice President for Academic Affairs, the academic deans and those members of the general faculty who by their scholarly attainments in their own fields of specialization have demonstrated their competence to offer graduate instruction.

The purpose and functions of the Graduate Faculty, within limits established by the Board of Trustees, are to offer graduate courses, supervise thesis and dissertation research, and advise the Graduate Council and the Graduate Dean on the establishment of policies relating to graduate training. The major advisory functions of the Graduate Faculty are carried on by committees appointed by the Graduate Dean. Appointment to the Graduate Faculty is made by the Vice President for Academic Affairs upon the recommendation of the Graduate Council and with the approval of the Graduate Dean.

Best Practices for 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.

While mentoring is necessarily an individual matter, the following are good practices that are often associated with a productive relationship between the faculty member and the graduate student. For example, it is the role of the faculty member to...

1. Foster the intellectual development of students during their educational programs and while conducting their research.
2. Provide perspective to students on the scope and emerging trends in their field of study.
3. Inspire students to think independently, critically, and creatively.
4. Acquaint students with strategies for accessing literature and related materials that are fundamental to the field of study.
5. Know the programmatic requirements and deadlines (including selection of appropriate coursework) specified in the departmental handbook and catalog for graduate students and help students to meet them.
6. Offer advice concerning the selection of a dissertation/thesis committee that affords relevant expertise as well as providing access to faculty members who can play a supportive mentoring role.
7. Assist students in the selection/design of a timely and significant dissertation/thesis topic that has an appropriate scope.
8. Evaluate and strive to resolve problems that students encounter during their graduate studies, and direct them to appropriate resources, as needed.
9. Be cognizant of and responsive to the unique needs of international students.
10. Facilitate exchange of information among students so that experienced students can act as mentors for new students.
11. Encourage students to access information from all available sources including peers, faculty members, and other experts in the field.
12. Inform students of funding opportunities, train them in proposal preparation, and encourage them to seek financial support.
13. Assure that students understand the standards of ethical/moral behavior within the discipline, including research activities and urge them to act in accord with those standards.
14. Establish and communicate clear expectations to students with regard to conducting research.
15. Provide timely feedback, both written and oral, to students on their progress through constructive criticism and positive reinforcement.
16. Encourage students to attend and present research in regional and national professional meetings, facilitate networking opportunities at the meetings, and teach the basics of oral presentation skills.
17. Help students to understand the process of manuscript preparation, submission, and review, and provide appropriate authorship on manuscripts.
18. Guide students in the preparation of a dissertation/thesis in its final form with regard to content, style, etc., before it is submitted to the committee for the final defense.
19. Support graduate students in matters related to career development.

Based upon Best Practices developed by the Council of Graduate Schools and the National Academic Advising Association.

Advising of Students

Each graduate student pursuing a degree is assigned an advisor or mentor within the area in which the student is concentrating. This advisor is 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 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.

The "Degree Evaluation" found under the Advisor Menu in JSU PAWS replaced "Form I: The Degree Plan" for the Division of Graduate Studies. A "Degree Evaluation" must be attached to the "Application for Graduate Degree Candidacy"

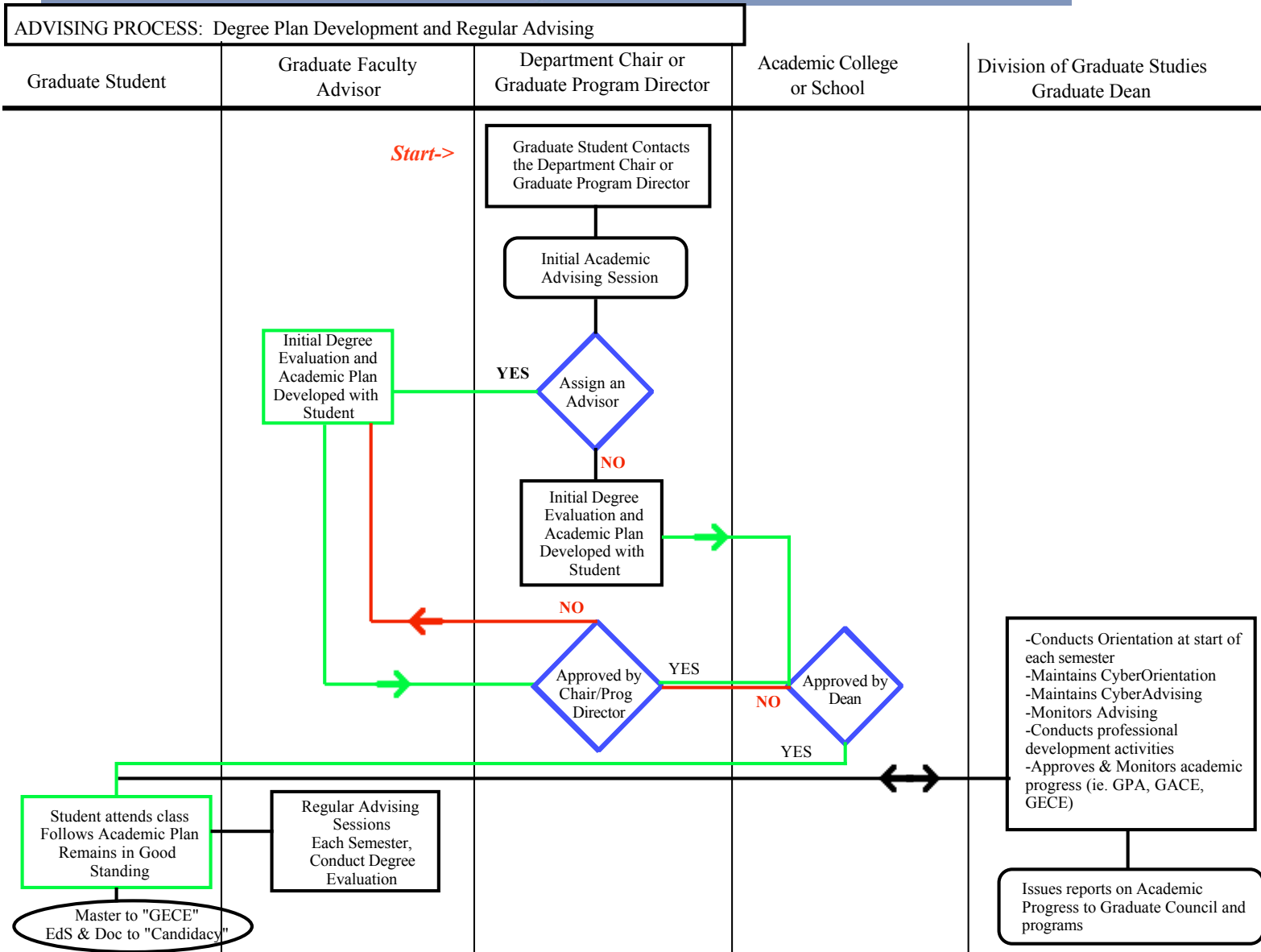
The Graduate Degree Plan **MUST** be completed and submitted within the **FIRST MONTH** of enrollment in a degree program. This plan must be made with the advice and concurrence of the major advisor and the graduate committee. Only approved courses will be counted toward fulfilling degree requirements. Changes in the program may be made with the appropriate approvals.

This form may be found on-line at: <http://www.jsums.edu/gadmappl/forms/DegPlan.htm>

International Student Advisor

A student from outside the United States attending Jackson State University on a non-immigrant (F-1 or J-1) student visa is advised through the Office of International Programs. Upon arrival on campus, all international students must report to the International Student Advisor. Advisement is offered under the guidelines of the Immigration and Naturalization Service (INS) in the following areas: (1) maintaining student visa status; (2) proper transfer to other school(s); (3) off-campus work authorization; (4) social security card information; (5) health insurance; (6) travel outside the United States; (7) change of visa status; and (8) reinstatement to student status.

For more information, contact the International Student Advisor at (601) 979-3794.



The Degree Evaluation and the Degree Plan

The "Degree Evaluation" found under the Advisor Menu in JSU PAWS replaces "Form I: The Degree Plan" for the Division of Graduate Studies.

A "Degree Plan" form may be found here, for use in the advising process

http://www.jsums.edu/~gadmappl/
CyberForms for Students & Advisors
Cyber Forms

Jackson State University.....On-Line Graduate Degree Plan
Questions? Click here if you are: [Master's](#), [Ed. Specialist](#), or [Doctoral Student](#).

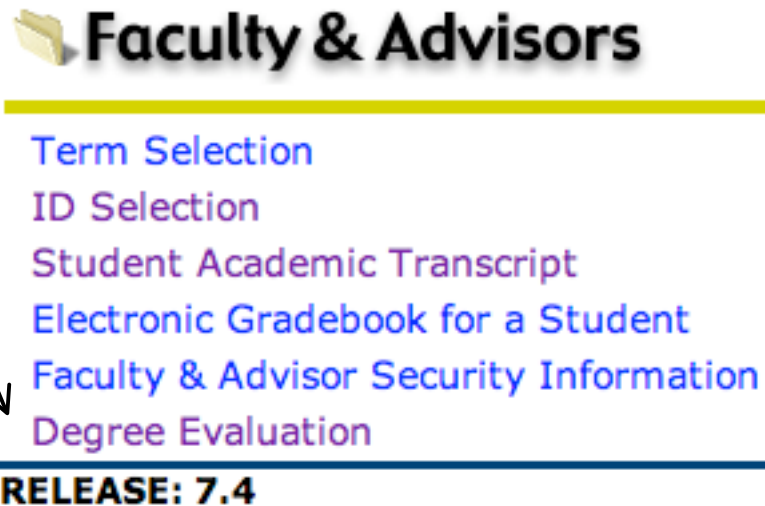
Full Legal Name:
JSU ID: J
Current Address:
City, State, Zip:
E-mail Address:
Home Phone: Work Phone:
Degree:
Major:

<http://www.jsums.edu/gadmappl/forms/DegPlan.htm>

The Degree Evaluation and the Degree Plan

The "Degree Evaluation" found under the Advisor Menu in JSU PAWS replaces "Form I: The Degree Plan" for the Division of Graduate Studies.

“Degree Evaluation” is found in JSU Paws, under the “Advisor Section”. (*Also referred to as “CAPP”*)



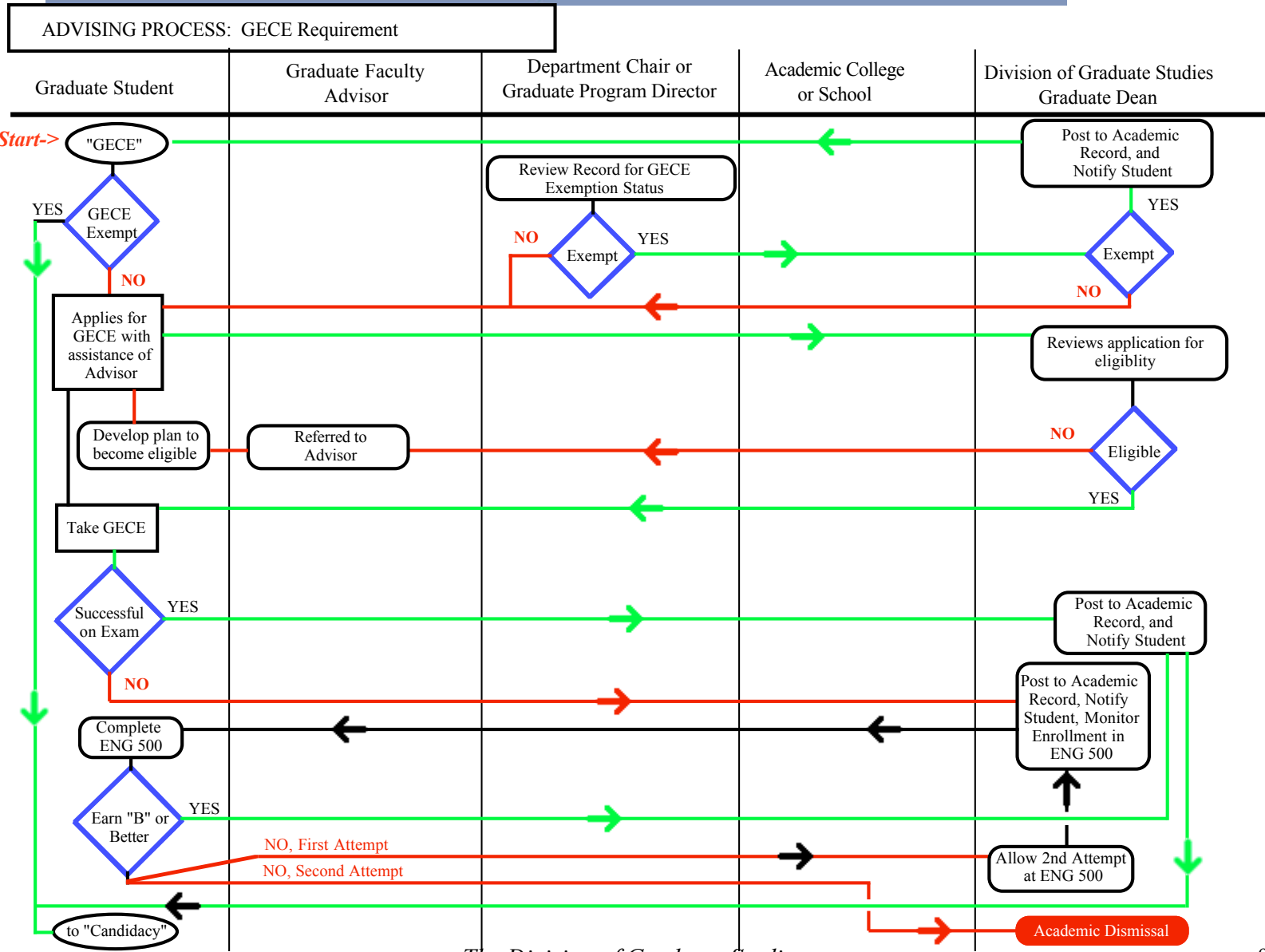
A “Degree Evaluation” must be attached to the “Application for Graduate Degree Candidacy”

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. 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 Graduate English Competency Examination must pass English 500-Advanced Laboratory Writing with final grade of "B". ENG 500 does not earn credit in graduate degree programs.

Students in selected degree programs may meet this requirement by obtaining appropriate scores on the following examinations: GRE, GMAT and PRAXIS. In addition, JSU undergraduate students continuing immediately into a graduate degree program *may be exempted* by their program based upon the performance on the Undergraduate English Proficiency Examination.

1. The application for the GECE may be found on-line: <http://www.jsums.edu/gadmappl/GECE.htm>
2. A “paper” application is included with each admission packet at the master-level.



The Division of Graduate Studies

GECE Application -online

The application form may be found here.

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

CyberForms for Students & Advisors

Cyber Forms

Select "Application for GECE" from menu

THE GRADUATE SCHOOL

APPLICATION FOR THE GRADUATE ENGLISH COMPETENCY EXAMINATION

Please take the following steps to complete the Graduate English Competency Examination Application:

<http://www.jsums.edu/gadmappl/GECE.htm>

The Division of Graduate Studies

Graduate Degree Candidacy

While there is a variation among graduate programs, all programs have in common:

- (1) A period of pre-candidacy studies, typically intensive coursework and training in the basic skills of research, scholarship and professional practice.
- (2) A period of study to meet the final degree requirements.
- (3) Final demonstration, either through the submission of an acceptable dissertation, thesis, or project, or the passing of a final comprehensive examination, or both that the student has met the scholarly and professional standards necessary for the degree.

This form is on-line.....

Master: <http://www.jsums.edu/gadmappl/forms/CanMS.htm>

Specialist: <http://www.jsums.edu/gadmappl/forms/CanEdS.htm>

Doctoral: <http://www.jsums.edu/gadmappl/forms/CanDoc.htm>

ADMISSION TO CANDIDACY

Master's Degree

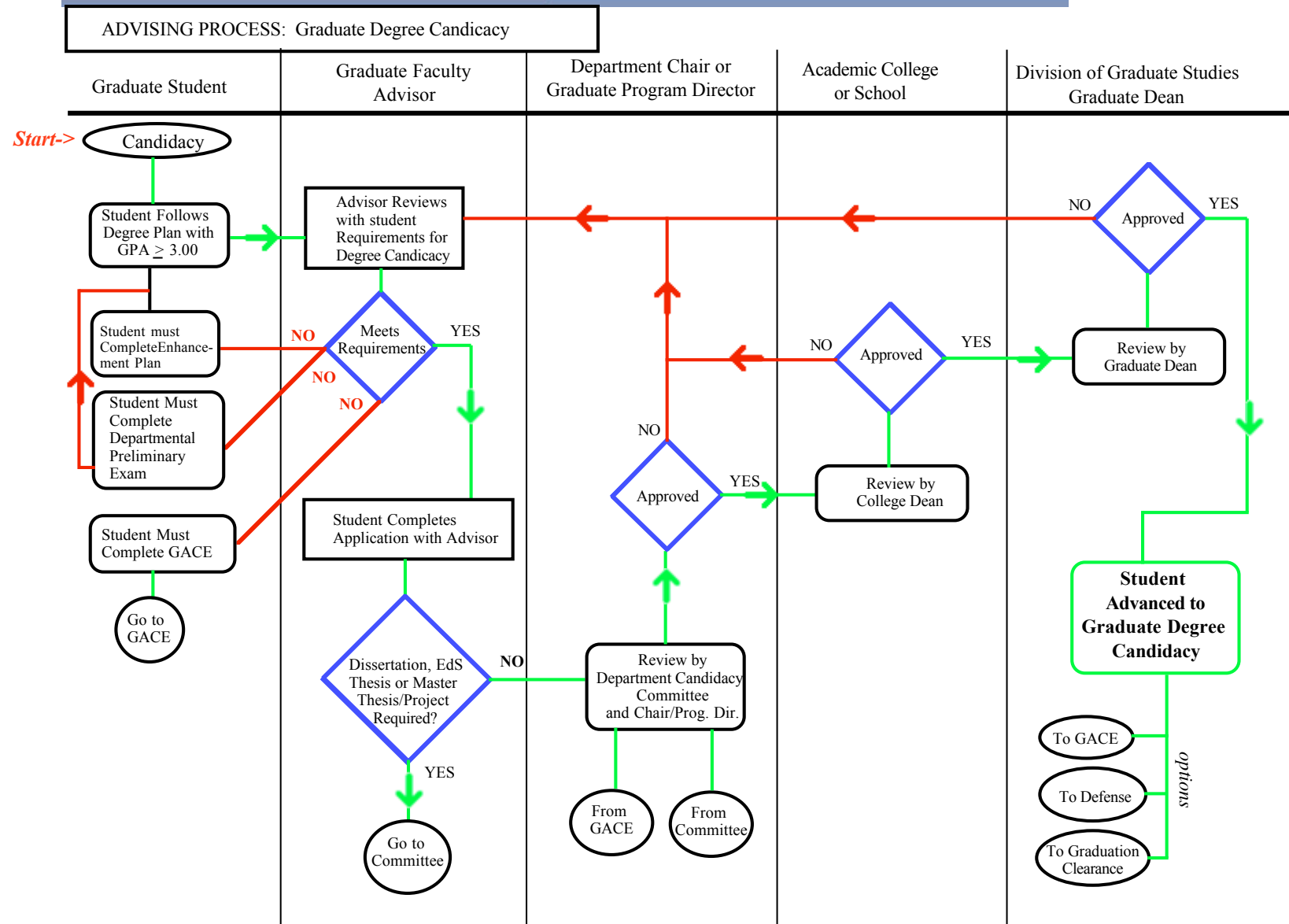
When approximately 12-15 semester hours have been completed, the student should make application for advancement to candidacy. Please note that students cannot be advanced to candidacy until:

1. All admission requirements have been met.
2. Notification on the Degree Plan of the program option the student is electing or that is required.
3. All incompletes ("I" grades) have been removed.
4. The Graduate English Competency Examination was passed, or, in the event of failure, ENG 500 was passed with a grade of B or better.
5. A minimum cumulative 3.00 GPA is earned and the required departmental cumulative GPA is earned.
6. The Application for Degree Graduate Candidacy is filed with the approval of the Candidacy Committee in the student's department.

Doctoral Degree

When eligibility has been established according to program requirements, the student should make application for advancement to candidacy. A student is eligible for candidacy when he has:

1. Achieved regular status.
2. A cumulative 3.00 GPA is earned and the required departmental cumulative GPA is earned.
3. Removed all incomplete ("I") grades.
4. Completed all departmental requirements, including a preliminary examination (if required).
5. Filed the Application for Graduate Degree Candidacy with the approval of the Candidacy Committee in the major department.



Application for Graduate Degree Candidacy

The “Application for Admission to Graduate Degree Candidacy” form may be found here.

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

CyberForms for Students & Advisors

Cyber Forms

Select appropriate level (Master, Specialist or Doctoral) from menu

Jackson State University - Division of Graduate Studies
Application for Admission to Graduate Degree Candidacy: Doctoral

Specialist & Doctoral must form their Supervisory Committee.

GRADUATE AREA COMPREHENSIVE EXAMINATION (GACE)

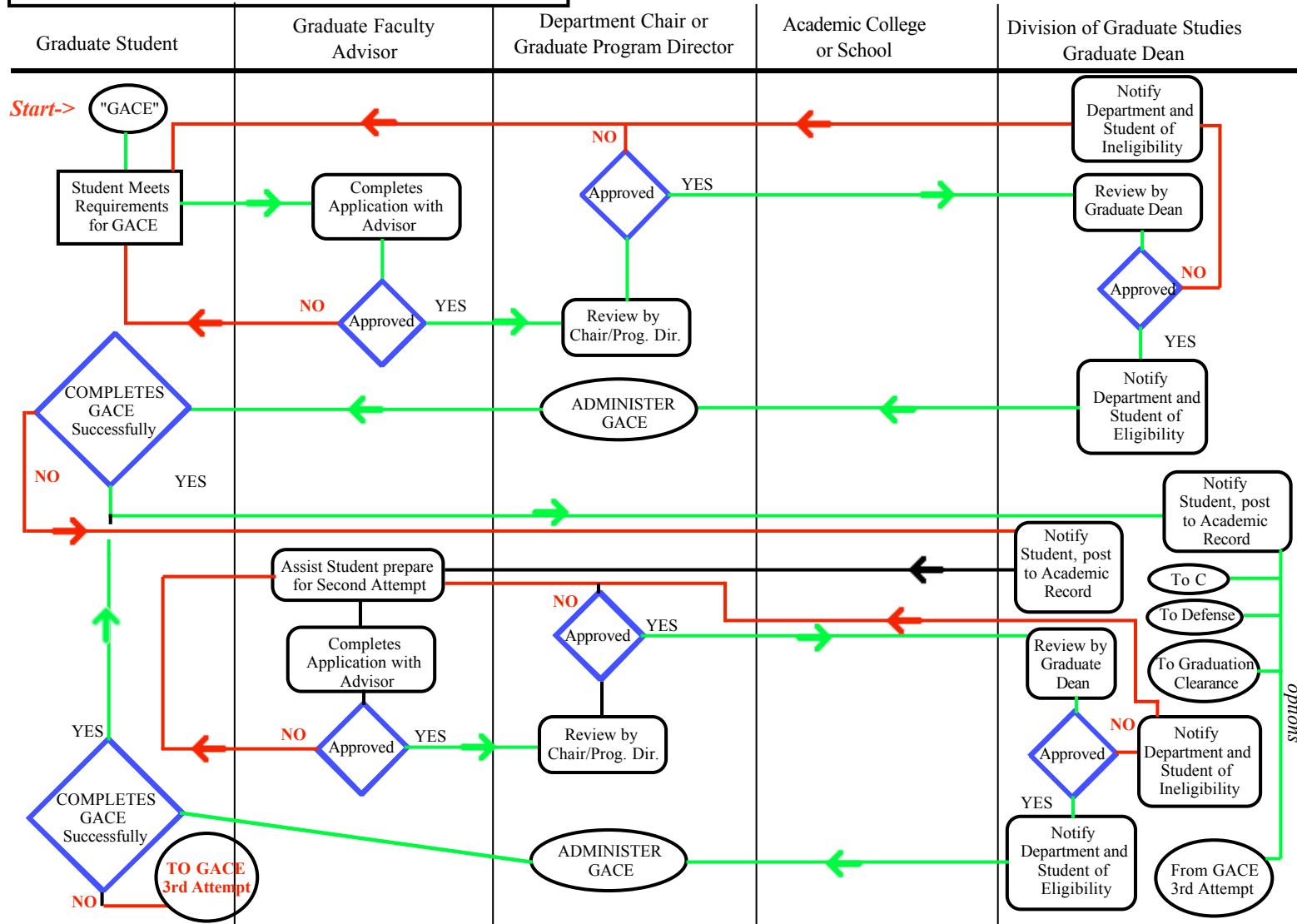
Each graduate student who intends to become a candidate for a graduate degree at Jackson State University should take a written comprehensive examination.

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 Area Comprehensive Examination may be given three times a year, once in Fall and Spring semester and Summer Session. 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 and final 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.

This application may be found on-line....<http://www.jsums.edu/gadmappl/GACE.htm>

ADVISING PROCESS: Graduate Comprehensive Examination



GACE Application -online

The application form may be found here.

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

CyberForms for Students & Advisors

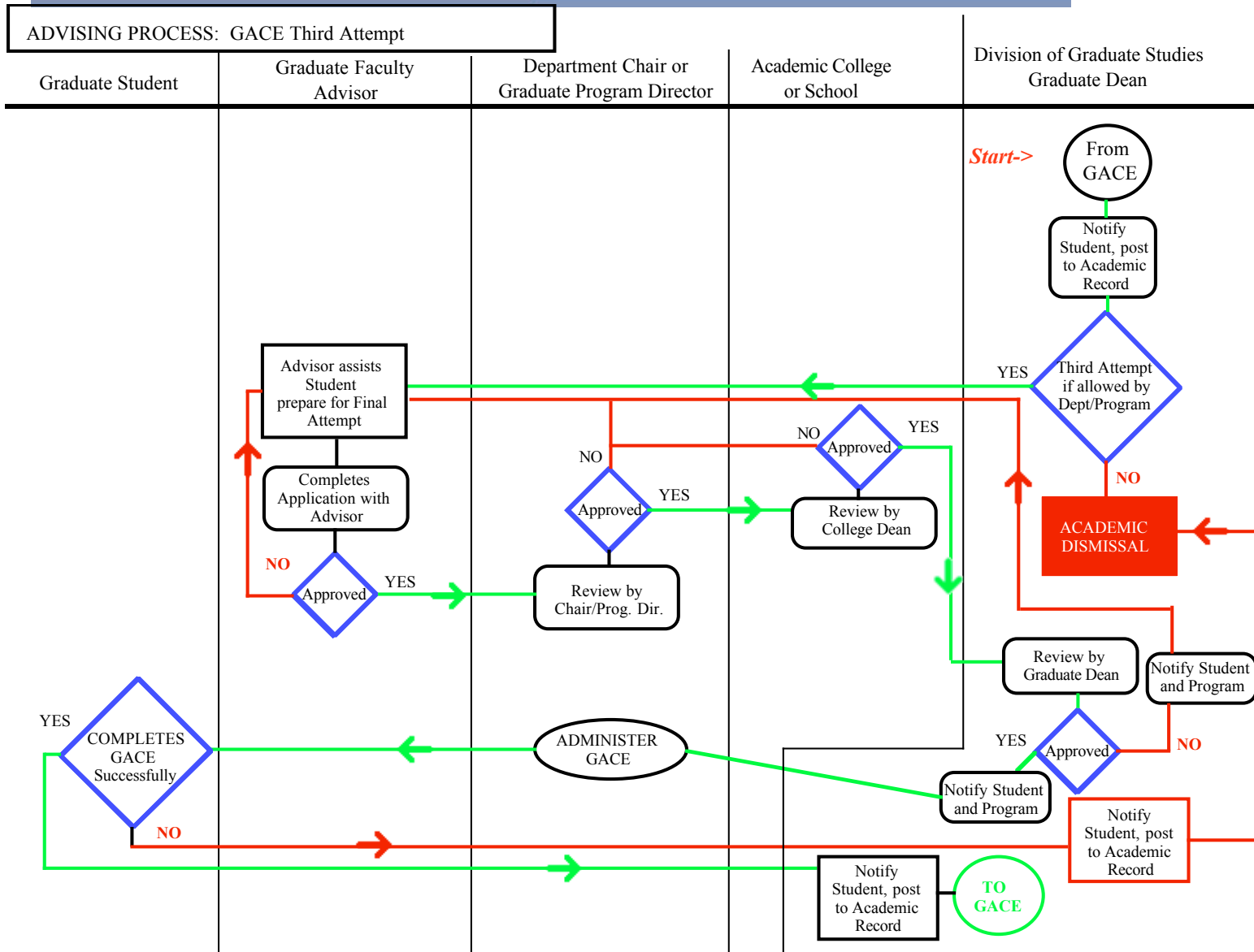
Cyber Forms

Select "Application for GACE" from menu

Jackson State University
The Division of Graduate Studies
APPLICATION FOR THE GRADUATE AREA COMPREHENSIVE EXAMINATION

<http://www.jsums.edu/gadmappl/GACE.htm>

The Division of Graduate Studies



Master-level Options

Degree programs vary in requiring a thesis, project, or additional coursework. It is the responsibility of the student to be knowledgeable of all departmental requirements. Students are strongly encouraged to consult with their departmental graduate advisor.

Thesis — (6 hours) 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 Comprehensive Examination. From the time the Graduate Comprehensive Examination is taken, a student is required to be in continuous enrollment until the degree is earned within the two year limitation.

Project— (3 hours) The term "Project" is broadly conceived: 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 independent study. The specific nature, procedure 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. A minimum of 33 semester hours is required for this option. The results of the Project are to be reported in written form according to an acceptable stylistic form.

Additional Coursework—The student, in consultation with his/her advisor, will select at least two additional courses (for a total of six credit hours) to extend, expand or supplement his area of specialization.

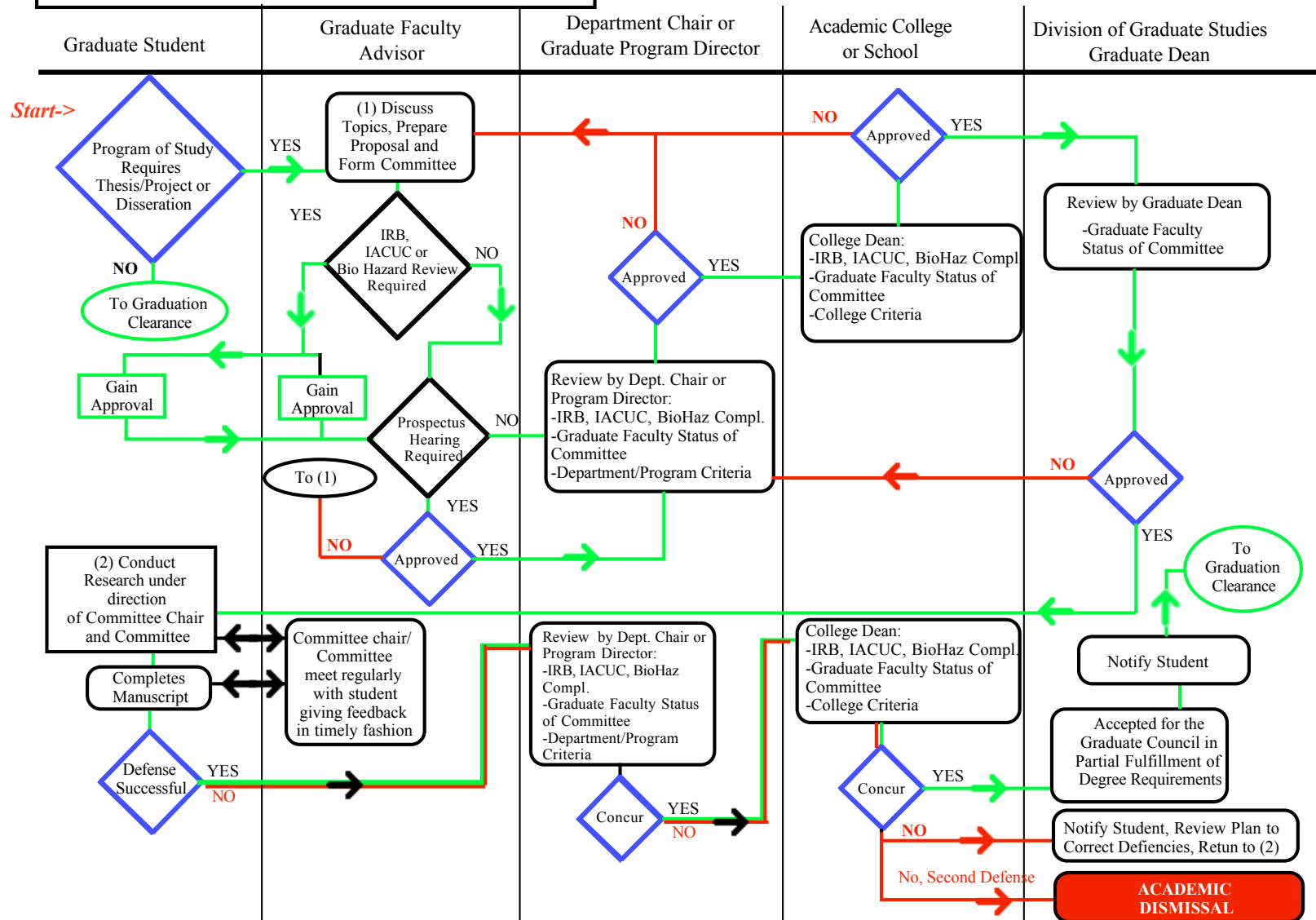
Doctoral Dissertations

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. All procedures must be followed.

The Final Oral Examination is administered by a committee of graduate faculty to students. This examination is based chiefly on the candidate's dissertation and its relationship to the general field. No student is admitted to the oral examination unless he/ she has satisfied all previous requirements. This examination can be taken only after the dissertation is in final form 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 or designee for a second examination after an interval of six months has elapsed.

Specialist in Education = all students must complete a thesis.

ADVISING PROCESS: Thesis/Project/Dissertation



Dissertation/Thesis Forms on-line

The “Committee Approval” and “Committee Report of Defense Results” forms may be found here.

CyberForms for Students & Advisors

Cyber Forms

<http://www.jsums.edu/gadmappl/forms/CommAp.htm>

<http://www.jsums.edu/gadmappl/forms/DefenseResults.htm>

Jackson State University
Division of Graduate Studies
Defense Committee's Report of Results

To the student: Please complete all of the "typed" areas prior to obtaining the necessary signatures.

Name: JSU ID No.: J

Address:

Street

City, State, Zip

1. To be completed by the Committee Chair:
To the Graduate Council:

File the "Committee Report of Defense Results" with the Division of Graduate Studies.
The "Committee Report of Defense Results" is completed upon the successful defense of the dissertation/thesis/project before the student's committee.
This form must be submitted prior to final "Clearance for Graduation".

GRADUATION REQUIREMENTS

The following are the minimum requirements for all master's degree students:

1. Completion of the required semester hours of coursework with a "B" average or better.
2. Completion of the Graduate English Competency Examination requirement.
3. Completion of all departmental requirements.
4. Completion of clearance process.

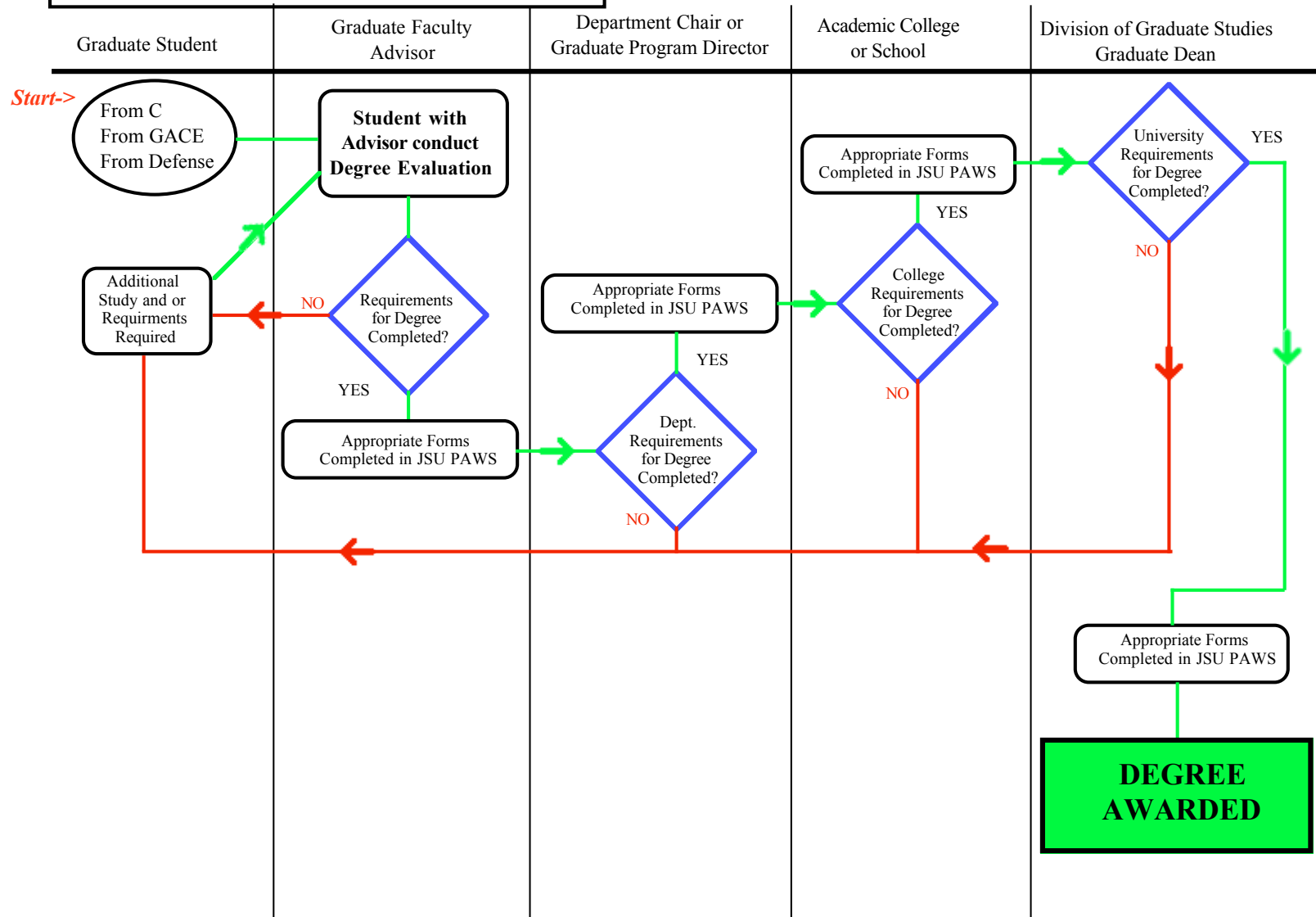
These are the basic requirements for the specialist degree:

1. Completion of the required course work with the required departmental cumulative GPA.
3. Comprehensive Examination.
4. Defense of thesis or project.
5. Completion of clearance process.

These are the basic requirements for the doctoral degree:


1. A minimum of 60 semester hours of course work with the required departmental cumulative grade point average.
2. Completion of Departmental Requirements
4. Comprehensive Examination.
5. Defense of Dissertation
6. Completion of clearance process.

ADVISING PROCESS: Graduation Clearance



Graduation Clearance Process

Faculty

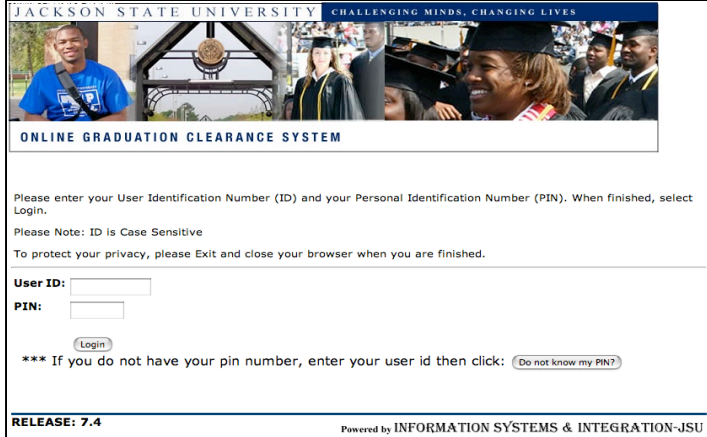


JSU PAWS
PERSONAL ACCESS TO WEB SERVICES

1. Enter Secure Area

Enter Secure Area
Prospective Students

Student



JACKSON STATE UNIVERSITY CHALLENGING MINDS, CHANGING LIVES

ONLINE GRADUATION CLEARANCE SYSTEM

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

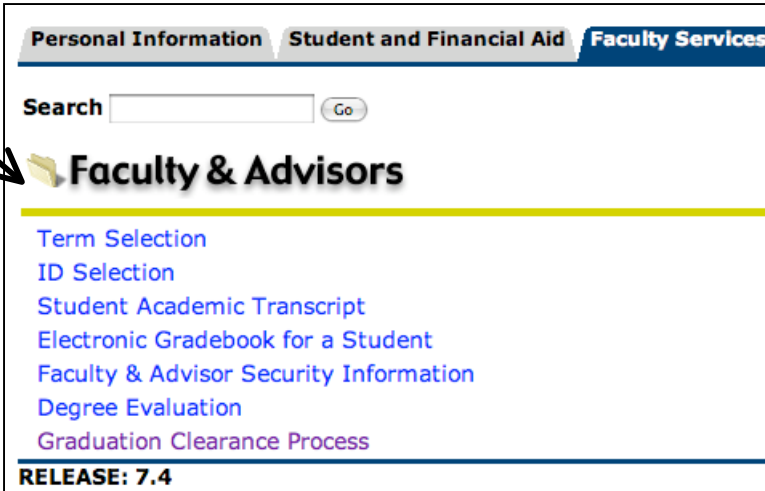
*** If you do not have your pin number, enter your user id then click:

RELEASE: 7.4 Powered by INFORMATION SYSTEMS & INTEGRATION-JSU

2. Select

- a. Faculty and Advisors
- b. Advisor Menu

3. Select Graduation Clearance Process



Personal Information Student and Financial Aid Faculty Services

Search

Faculty & Advisors

- Term Selection
- ID Selection
- Student Academic Transcript
- Electronic Gradebook for a Student
- Faculty & Advisor Security Information
- Degree Evaluation
- Graduation Clearance Process

RELEASE: 7.4

Graduation Clearance Process

1. Select Approval Type

Approval Graduation Clearance Page

College: Division of Graduate Studies (GS)
Department: _____

Please select an approval level:

- ☐ Advisor
☒ Graduate School

3. Select Degree

Graduation Clearance Approval Page

College: Division of Graduate Studies (GS)
Department: _____ }
Approval Level: Graduate School

Please select a student:

- ☐ Program
☒ MSED ELEM ED

2. Select Student

Please select a student:

J-Number	Name	College	Department
<input type="radio"/> J		I	CURR
<input type="button" value="go"/>			

4. Review Record

Top of page

Graduation Clearance Approval Page

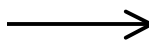
College: Division of Graduate Studies (GS)
Department: _____
Approval Level: Graduate School

Program and Degree Information:

4b. Apply your decision

Bottom of page

4a. Run CAPP



To run degree audit(CAPP) click [here](#)

To approve/dissapprove the above student for graduation clearance click [here](#)



Graduation Clearance Process

5. Decision Screen

Graduation Clearance Approval Page

College: Division of Graduate Studies (GS)
 Department: _____
 Approval Level: Graduate School

Please select your action for _____ in Program: **MSED ELEM ED:**

Action:
Reason (Required if disapproved):

5a. Approve or Disapprove

5b. Comment (drop down menu)

Result of action

6. Approval Menu

Graduation Clearance Status:	
Advisor:	
Advisor Action:	Approved
Advisor Comment:	None
Advisor Action Date:	Tuesday July 01, 2008
Chair:	
Chair Action:	Approved
Chair Comment:	None
Chair Action Date:	Tuesday July 01, 2008
Dean:	
Dean Action:	Approved
Dean Comment:	None
Dean Action Date:	Tuesday July 01, 2008
Graduate School:	Jeffrey Zubkowski
Graduate School Action:	Disapproved
Graduate School Comment:	Other: Please see Academic Advisor
Graduate School Action Date:	Tuesday July 01, 2008
Financial Aid:	
Financial Aid Action:	
Financial Aid Comment:	
Financial Aid Action Date:	Tuesday July 01, 2008
A/R:	
A/R Action:	
A/R Comment:	
A/R Action Date:	Tuesday July 01, 2008
Registrar:	
Registrar Action:	
Registrar Comment:	
Registrar Action Date:	

On-line Graduation Clearance Process *Questions and Comments*

Registrar

The Office of the Registrar and Records coordinates the registration process and maintains student academic records. This office also provides unofficial and official copies of transcripts to students upon request.

[Transcript Ordering Information](#) | [Forms](#) | [Services Offered](#)

[View Course Booklet](#)

Mr. Alfred Jackson, Registrar
B.F. Roberts Hall (2nd Floor) Ph: 601.979.2300
Fax: 601.979.2399

*<http://oim.jsums.edu/show.asp?durki=107>
alfred.b.jackson@jsums.edu
(601) 979-2300*



Welcome to the Division of Graduate Studies Jackson State University

For Prospective Students

Prospective Students

For Students and Advisors

Students & Advisors

For the Faculty and Staff

Faculty and Staff

CyberForms for Students & Advisors

Cyber Forms

Best Practices at JSU

Best Practices

Graduate Education Websites

Graduate Education Links

For International Students

International Studies

Last Update: April 2008



Go to...

[Graduate Admissions](#)

[CyberOrientation](#)

[CyberAdvising](#)

[Graduate Catalog](#)

[JSU Homepage](#)

[JSU PAWS](#)

[University Library](#)

[JSU Webmail Login](#)

We have designed our web site to provide information to both prospective and currently enrolled graduate students as well as members of the faculty and staff at the university.

If you are a prospective graduate student, we look forward to welcoming you to Jackson State University. The Division of Graduate Studies' web site provides information for prospective graduate students regarding our more than 50 graduate programs, application procedures, and other information related to graduate education at Jackson State.

As a currently enrolled JSU graduate student or a member of the faculty or staff, we hope that you find the information you are looking for on our web site. We have provided links to make it easy for you to find information regarding graduate academic procedures and policies, administrative information, calendar, and forms.

If you need additional information, please do not hesitate to contact the Division of Graduate Studies at (601) 979-2455 or graduate@jsums.edu.
Dr. Dorris Robinson-Gardner, Dean

[Contact Information for Graduate Degree Programs](#)

[The Graduate Faculty at Jackson State University](#)

Announcements:

Homepage: <http://www.jsums.edu/~gadmappl/>

The Division of Graduate Studies

Jackson State University
The Division of Graduate Studies



"a gateway to excellence in graduate studies"

The Division of Graduate Studies

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Ms. Temika M. Simmons

JSU AGEM Site Coordinator

Telephone: (601) 979-2455

Fax: (601) 979-4325

Website: <http://www.jsums.edu/gadmapp/>

E-Mail: graduate@jsums.edu

The Graduate Advising, Assessment and Retention Committee

The Mission of the Graduate Advising, Assessment and Retention Committee (GAAR) is to monitor the academic performance of all graduate students with a Grade Point Average (GPA) below the minimum required 3.0 on a 4.0 scale. The goal of this committee is to

- Provide academic advisement, encouragement, and monitor student's academic performance.
- Identify graduate students with an academic deficiency below 3.0.
- Provide an **Academic Enhancement Plan** on each student.
- Provide follow-up on **Academic Enhancement Plans**.
- Distribute reports to the Graduate Faculty.

Committee follows "Best Practices" as defined by: NACADA Core Values for Academic Advising (www.nacada.ksu.edu), the Council of Graduate School and discipline specific bodies.

The Division of Graduate Studies



Dr. Curtis A. Gore

Chairperson, GAAR Committee

curtis.anthony.gore@jsums.edu