

"The Successful Graduate Student"

Academic Responsibility

Graduate Students
Graduate Faculty



The Division of Graduate Studies

(601) 979-2455
(601) 979-4325 (fax)

Website <http://www.jsums.edu/~gadmappl>
email: gadmappl@jsums.edu

The Division of Graduate Studies has supervision of all graduate work at the University. The Graduate School is composed of the departments which offer graduate instruction leading to masters', educational specialist, and doctoral degrees. The faculty of the Graduate School 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.

Student Responsibility

Each student should thoroughly study the Graduate Catalog and departmental handbooks and become completely familiar with the organization, policies, and regulations. Failure to do this may result in serious mistakes for which the student shall be held fully responsible.

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 such assistance in a timely and accurate manner, but meeting requirements for graduation is the responsibility of the student.

On-line Resources @ JSU

Office of the Research and Federal Relations

<http://www.jsums.edu/ordsfr/>

1. Conflict of Interest Policy Pertaining to Sponsored Programs
2. Intellectual Property Policy
3. Copyright Policy

Standards for Academic Progress

Note: Each program, department or school may have standards above the general standards. The student should consult the major department and academic school for additional requirements.

A graduate student may be classified as:

1. In Good Standing,
2. On Probation, or
3. Subject to Dismissal.

Good Standing

A graduate student is judged to be in good standing when making adequate progress toward completion of degree requirements, has a cumulative GPA of 3.00 or required departmental GPA and is not on probation or subject to dismissal.

Probation

Failure to complete the required hours and maintain the appropriate 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.

Probation may be initiated by the Graduate Dean or by the recommendation of the Graduate Advisor in the student's major department, school, or graduate unit.

Students on probationary status may not be admitted to examinations (Master's Comprehensive, Doctoral Qualifying or Doctoral Comprehensive), nor advanced to Candidacy, nor hold an academic appointment, nor receive a graduate fellowship, nor be eligible to receive a graduate degree. For more information, refer to the Graduate Catalog.

Unsatisfactory Work and Dismissal from a Department or Program

A graduate student whose course work is unsatisfactory may be requested to leave the program. The recommendation for dismissal must be made in writing by the adviser, stating specific examples of unsatisfactory work, and must follow a conference held between the student and the adviser. Academic school procedures for dismissal including notification of the Dean of the Graduate School must be followed.

Reinstatement

A former student must submit an Application for Readmission. Official transcripts from all institutions attended since a student was last enrolled at Jackson State University must be mailed to the Office of Graduate Admissions. Unofficial transcripts will not be accepted. Dismissed students who are approved for readmission will be readmitted on probation and must follow the requirements outlined and included with the student's letter from the Office of the Graduate School which must be received before the student is permitted to register.

Guiding Principles for Good Practice in Graduate Education

- Understanding the environment.
- Academic honesty, professional integrity, and confidentiality.
- A clear course of study.
- An atmosphere of openness.
- Acknowledgement of intellectual rights and property.
- Evaluation and Feedback.

Working relationships between faculty, staff, and students are an important component of graduate education at Jackson State. The quality of these relationships can make or break the graduate school experience. The development of a positive learning environment depends on a shared vision of educational values, objectives and expectations. It is the joint responsibility of faculty, staff, and students to work together to nurture this vision, and to encourage freedom of inquiry, demonstrate personal and professional integrity, and insure a climate of mutual respect. The following six principles are essential elements in a productive environment for graduate education at Jackson State:

1. Understanding the environment.

Faculty, staff, and students must each take the initiative to learn the policies, rules, regulations, and practices that affect them, their work, and the academic units. The Graduate Catalog, departmental or program handbooks, pertinent University publications, funding agency references, and other resources can typically be obtained from several sources. These include graduate program officers, the Internet, registered student organizations, department faculty, other students, faculty advisors, and thesis, project and dissertation committee chairs.

2. Academic honesty, professional integrity, and confidentiality.

These qualities, academic honesty, professional integrity, and confidentiality, are the responsibility of all faculty, staff, and students. Each member of the graduate community must endeavor to adhere to the highest level of these ideals in all their personal and professional activities.

3. A clear course of study.

The student and his/her faculty advisor should develop and agree upon a clear plan of academic study and the responsibilities associated with it. Careful planning and discussion throughout a graduate program are the best ways to avoid later misunderstandings and problems relating to retention and graduation.

4. An atmosphere of openness.

Students and faculty must work to establish and maintain an environment that is open, sensitive, and encourages free discussion between members of the graduate community. Clear, two-way communication is a critical ingredient in a successful graduate experience.

5. Acknowledgement of intellectual rights and property.

Students and faculty should discuss issues associated with academic freedom, intellectual property, authorship, and publication as part of the student's academic plan. Resolution of these issues early is often the best way to avoid later disputes.

6. Evaluation and Feedback.

Evaluation, reflection, and feedback are integral parts of the academic process. These assessment activities should be a regular part of every graduate program. Early, frequent, and constructive feedback help to prevent small differences from becoming serious problems.

While these six guiding principles are not exhaustive, they do reflect a spirit that can make the graduate education process at Jackson State more rewarding and productive for everyone.

Responsibilities

- Academic Honesty
- Plagiarism by Students
- Integrity in Faculty/Student Authorship and Research
- Ethical Conduct

Academic Honesty

All students at the Jackson State University are expected to conduct their academic affairs in an honest and responsible manner. Any student found guilty of dishonesty in academic work shall be subject to disciplinary actions. Acts of academic dishonesty include, but are not limited to:

- cheating, i.e., unauthorized collaboration or use of external information during examinations;
- assisting fellow students in committing an act of cheating;
- falsely obtaining, distributing, using or receiving test materials or academic research materials;
- the submitting of examinations, themes, reports, drawings, laboratory notes, research papers, thesis, projects, dissertation or other work as one's own when such work has been prepared by another person or copied from another person or the Internet (by placing his/her own name on a paper, the student is certifying that it is his/her own work);
- improperly altering and/or inducing another to improperly alter any academic record;
- plagiarism, i.e., the intentional appropriation of the work, be it ideas or phrasing of words, of another without crediting the source.

The prevention of plagiarism and the imposition of sanctions upon those who resort to plagiarism is necessary in any university that espouses the ideals embodied in the concept of academic freedom. Plagiarism is particularly reprehensible in a community dedicated to the pursuit and advancement of knowledge.

Plagiarism by Students

The investigation of allegations or student appeals of plagiarism in any graduate unit shall be carried out under the appropriate graduate student appeals process.

Graduate students are expected to assume roles as active scholars. With these roles come added responsibilities for academic honesty. For such individuals academic honesty requires an active pursuit of truth, not just an avoidance of falsehood. This pursuit includes but is not limited to:

- providing a full and a complete representation of any scholarly findings, be it experimental data or information retrieved from archives;
- taking care that the resources of the University (e.g., library materials, computer, or laboratory equipment) are used for their intended academic purposes and that they are used in a manner that minimizes the likelihood of damage or unnecessary wear;
- assuring that other researchers are given due credit for their contributions to any scholarly endeavor;
- respecting a diversity of opinion and defending one's colleagues as well as one's own academic freedom;
- respecting the rights of other students who may come under the tutelage of the graduate student and being fair and impartial in grading and other forms of evaluation;

- seeking permission from the appropriate graduate faculty member when submitting work that has been used in other courses.

In cases of alleged academic dishonesty, the graduate faculty member shall attempt to discuss the matter with the student and explain the sanction(s) which he/she plans to impose. In the event that the student challenges the allegation of academic dishonesty, or is not satisfied with the sanction(s) imposed by the instructor, the student may file an appeal according to the approved appeal policies of the University.

Integrity in Faculty/Student Authorship and Research

The scholarly and professional relationships among students, staff, and faculty shall be characterized by principles of integrity and honesty that reflect credit on themselves, their profession, the Graduate School, the Undergraduate Schools, and Jackson State University as a whole.

The prevailing professional standards in several academic disciplines, where such standards have been formalized, generally constitute acceptable principles governing conduct in the dissemination of material resulting from joint research and writing and artistic efforts. However the absence of such formalized standards does not relieve individuals from the obligations to conduct themselves ethically and within the following guidelines with regard to professional and ethical behavior.

Misconduct in research, writing, and artistic endeavors is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific, artistic, and academic professional communities. Misconduct includes, but is not limited to, the following four categories of fraud or deviance in professional, artistic, and academic behavior: Falsification of Data; Plagiarism; Abuse of Confidentiality; and Deliberate Violations of Regulations.

Unless otherwise specified in policies established by the University or schools, or in agreements signed by the parties involved, materials developed exclusively by a student as part of the activities of a course (including thesis or dissertation) are the student's property and their final disposition remains the student's prerogative. Should materials so developed result in publication or other dissemination, the authorship or other credit shall be determined by the student. However, if the course activities were funded by a grant or contract awarded for the work to be performed, then these rights belong to the awardee as noted in the following paragraph.

Unless otherwise specified in policies established by the University or schools, or stipulated by a grant or contract, data and materials collected or produced by a person while participating in a project funded by a grant or contract shall be the property of, and under the control of, the person(s) to whom the grant or contract was awarded. Should such data or materials result in publication or other dissemination, the authorship or other credit shall be determined by the awardee.

In cases where a grant or contract is awarded to a director of a project, stipulating that substantial work is to be performed by a specified student, staff member, the parties (project director and student, staff, or faculty) may sign a statement assigning rights in a fashion deviating from the above.

Individuals collaborating on research or artistic projects in circumstances not specifically addressed by the above provision are encouraged to discuss, at an early stage, how decisions will be made concerning the use and dissemination of the work, ownership of data and other products of the work, priority in authorship, and other such issues as applicable, and they may wish to formalize their understanding and agreements in writing.

Any claim that these guidelines have been violated should be pursued through the policies and procedures of Jackson State University and such individual school policies and procedures may apply.

Ethical Conduct

It should be understood that academic performance is not the only criterion for graduation. Students are expected to maintain the highest standards of ethical conduct pertaining to academic coursework, professional practice and research activity. Any breach in ethical conduct shall be subject to disciplinary action, regardless of the student's prior or current academic performance.

Dissertations, Theses, or Projects

The Division of Graduate Studies has developed forms to be processed by degree candidates completing dissertations, theses and projects. These forms may be obtained from department advisors. The forms, when properly executed, provide general directions for successful completion of this requirement. Each form must be completed under the direction of the student's advisor

Committee Approval Form documents the constitution of a student's dissertation/thesis/project 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/thesis/project before the student's committee. This form must be submitted prior to final clearance for graduation.

IRB APPROVAL OF RESEARCH

All student and faculty research involving human subjects MUST be approved by the University's Institutional Review Board (IRB) prior to conduct the research. A copy of the IRB application is available in the department, the Division of Graduate Studies and on the University's website. Committee members verify proof of IRB approval when they complete the "Committee Approval Form". Proposals should not be accepted with IRB approval or exemption.

IACUC APPROVAL OF RESEARCH

All student and faculty research involving animal subjects MUST be approved by the University's Institutional Animal Care and Usage Committee (IACUC) prior to conduct the research.

A copy of the IACUC application is available in the department, the Division of Graduate Studies and on the University's website. Committee members verify proof of IACUC approval when they complete the "Committee Approval Form". Proposals should not be accepted with IACUC approval or exemption.

Working With Students Completing Dissertations, Theses, or Projects

It is the student's responsibility to learn the policies, rules and regulations of both the Division of Graduate Studies and the major department relative to the dissertation writing process.

The student is also responsible for:

1. Choosing a chairperson following the policies and guidelines of the major department.
2. Choosing the members of the committee together with the chairperson following the policies and guidelines of the major department.
3. Meeting with the chairperson and setting a schedule of appointments to discuss the student's progress and delineating a realistic period for completion of the dissertation in a timely manner.
4. Keeping scheduled appointments.
5. Turning in all materials to the chairperson typed and in the proper format.
6. Knowing and meeting all deadlines relative to the dissertation process and graduation.
7. Filing all forms in a timely manner.

Advisor and Committee's Responsibility

It is the chairperson's and committee members' responsibility to know the policies, rules and regulations of both the Division of Graduate Studies and the major department relative to the writing process.

The chairperson is also responsible for:

1. Ensuring that the student is aware of the rules, regulations and policies of the Division of Graduate Studies and the department.
2. Assisting the student in the formation of the committee.
3. Meeting with the student and setting a schedule of appointments to discuss the student's progress.
4. Keeping scheduled appointments with the student.
5. Reading, critiquing and returning the student's work in a timely manner.
6. Ensuring that the student's work is properly documented and not plagiarized.
7. Scheduling the prospectus hearing and the final defense.

8. Notifying the committee members and the Department Chair of the place, time and date of the prospectus hearing.
9. Notifying the Graduate Dean, the College Dean, the Department Chair and the committee members of the place, time and date of the final defense.

The committee members are responsible for:

1. Attending the prospectus hearing the final defense.
2. Reading the student's research throughout the writing process.
3. Providing written feedback for correcting and/or improving the dissertation in a timely manner.

Departmental Chair/Program Director's Responsibility

The Department Chair/Program Director is responsible for knowing and enforcing the policies, rules and regulations of both the Division of Graduate Studies and the department or program.

The Chair/Director is also responsible for:

1. Ensuring that the graduate faculty of the department/program know and adhere to the policies, rules and regulations of the Division of Graduate Studies.
2. Keeping the faculty abreast of rule, policy, and procedure changes.
3. Serving as a liaison between the student and the dissertation advisor, if necessary.
4. Ensuring that the advisor and all committee members are qualified to serve as graduate faculty members.

Scheduling the Defense

The chairperson of the committee for the candidate, in concurrence with other members of the committee, shall adhere to the following process. The chairperson will notify the members of the committee, the Department Chair, the Dean of the College, the Dean of the Division of Graduate Studies and other appropriate persons of the place, date and time of the defense.

Basic Process for the Defense

The basic process for an oral defense of a project is summarized below.

1. The candidate presents his or her research, summarizing the main points of the study. The chairperson then allows other members of the committee to direct questions to the candidate concerning the research.
2. Following the candidate's presentation and the fielding of questions, the candidate is excused from the room so that the Chairperson and members of the committee may discuss and subsequently vote on the candidate's success or failure.
3. The candidate is escorted into the room to receive the results of the committee's vote.
4. If successful, the candidate will secure the signatures of the members of the committee on the approval sheet, with any other necessary signatures.

First Submission

One unbound copy of the manuscript must be presented to the committee.

The manuscript will be reviewed to determine format and compliance with appropriate guidelines from the department's adopted style manual. The student will be notified if any revisions are necessary, in a timely manner.

If revisions of the manuscript are necessary, the student must incorporate the changes and be resubmitted.

Masters' Projects & Theses

Binding of the project

Masters students will submit one (1) bound copy of the project, on white, 20 pound, 25% rag, acid-free bond paper. Photocopies should be made only from the original. Spiral binding is a suitable method for meeting this requirement. This copy will be deposited in the University Library.

Binding of the thesis

Masters students will submit three (3) unbound copies of the thesis, on white, 20 pound, 25% rag, acid-free bond paper. Photocopies should be made only from the original. One bound copy will be deposited in the University Library, one bound copy will be sent to the Department and one bound copy will be returned to the student. Students may request additional copies of the thesis to be bound at their own expense.

Specialist Projects & Theses

Binding of the thesis or project

Specialist students will submit three (3) unbound copies of the thesis/project, on white, 20 pound, 25% rag, acid-free bond paper. Photocopies should be made only from the original. One bound copy will be deposited in the University Library, one bound copy will be sent to the Department and one bound copy will be returned to the student. Students may request additional copies of the thesis to be bound at their own expense.

Doctoral Dissertations

Binding of the dissertation

Doctoral students will submit five (5) unbound copies of the dissertation, on white, 20 pound, 25% rag, acid-free bond paper. Photocopies should be made only from the original. Two bound copies will be deposited in the University Library, one bound copy will be sent to the Department and two bound copies will be returned to the student. Students may request additional copies of the dissertation to be bound at their own expense.

The Division of Graduate Studies

Dr. Dorris R. Robinson-Gardner, Dean

CyberOrientation

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

Division of Graduate Studies

"CyberOrientation"

Jackson State University

How do I find what I need at JSU?

Search

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Division of Graduate Studies

Grad School Links

Graduate Admission Links

Prospective Students

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 such assistance in a timely and accurate manner. **Meeting requirements for graduation is the responsibility of the student.**

CyberOrientation is available for all graduate students, faculty, and staff at Jackson State University.

Doctoral Students

[Graduate Degree Plan](#)
[Application for Graduate Degree Candidacy](#)
[Graduation Clearance](#)
[Graduate Area Comprehensive Examination](#)
[Committee Approval Form](#)
[Committee Report of Defense Result](#)
[Dissertation Tips](#)

Master's Students

[Graduate Degree Plan](#)
[Application for Graduate Degree Candidacy](#)
[Graduation Clearance](#)
[Graduate English Competency Examination](#)
[Graduate Area Comprehensive Examination](#)
[Tips for Preparing a Thesis or Project \(Masters\)](#)
[Committee Approval Form](#)
[Committee Report of Defense Result](#)
[Practice GECE....](#)

All Students

[Academic Standards](#)
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Cyber Advising

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

Division of Graduate Studies

"CyberAdvising"

Jackson State University

How do I find what I need at JSU?

Search

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Division of Graduate Studies

Grad School Links

Graduate Admission Links

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- [Application for Graduate Degree Candidacy](#)
- [Committee Approval Form](#)
- [Committee Report of Defense Results](#)
- [The Successful Master-level Student - Orientation Packet](#)
- [Guidelines for the Completion of a Masters' Degree](#)
- [Guidelines for Preparing Masters' Thesis, 2008](#)
- [Guidelines for Preparing Masters' Projects, 2008](#)

Specialist Students

- [Graduate Degree Plan](#)
- [Application for Graduate Degree Candidacy](#)
- [Committee Approval Form](#)
- [Committee Report of Defense Results](#)
- [The Successful Specialist Student - Orientation Packet](#)
- [Guidelines for Submission of a Specialist Thesis, 2008](#)

Doctoral Students

- [Graduate Degree Plan](#)
- [Application for Graduate Degree Candidacy](#)
- [Committee Approval Form](#)
- [Committee Report of Defense Results](#)
- [The Successful Doctoral Student - Orientation Packet](#)
- [Guidelines for the Completion of the Doctorate](#)
- [Guidelines for Preparing the Doctoral Dissertation, 2008](#)

Webpages @ the Graduate School

"The Successful Graduate Student" Series

- [A Guide for Successful Matriculation](#)
- [A How-to-manual for Graduate Students](#)
- [Academic Responsibility](#)
- [The Effective Student](#)
- [The Ethical Student](#)

"Responsible Conduct of Research" Series

- [What is Research Compliance?](#)
Why do we do it? Consequences of Non-Compliance.
- [Transforming the Dissertation into Journal Articles.](#)
- [Ethical Policy in Scientific Research](#)
- [Preventing Misconduct in Sciences](#)

- [JSU Policy on "Conflict of Interest"](#)
- [NIH Tutorial for Investigators](#)

"The Effective Graduate Advisor" Series

- [Graduate Faculty Guide](#)
- [Best Practices for Graduate Education](#)
- [Best Practices for Graduate Admissions](#)
- [Best Practices for Mentoring Graduate Students](#)
- [Best Practices for Mentoring Graduate Students\(slides\)](#)
- [Policies, Processes & Web Guide, 2008 \(slides\)](#)
- [Best Practices for the Graduate Area Comprehensive Examination](#)

Examination Applications

- [Graduate English Competency Examination \(typeable\)](#)
- [Graduate English Competency Examination \(pdf\)](#)
- [Graduate Area Comprehensive Examination \(pdf\)](#)
- [Graduate Area Comprehensive Examination \(typeable\)](#)

Miscellaneous Forms

- [In-state Residency Petition \(pdf\)](#)
- [Authorization to Substitute a Graduate Course \(pdf\)](#)
- [Request for Program Transfer \(pdf\)](#)
- [JSU Institutional Review Board](#)
- [Human Participants Protections Ed. for Research Teams](#)

Office of the Registrar

- [Transcript Request Form](#)
- [Change of Address Form](#)
- [Enrollment Verification](#)
- [Name Change](#)

Webpages @ JSU

- [Student Life](#)
- [Support Services for Students and Employees with Disabilities](#)
- [Office of Research Compliance](#)

