

Guidelines for Completion of the Doctorate

The Graduate Faculty
The Department/Program
The Doctoral Student



2015-2017

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.

Graduate Faculty

While mentoring is 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.

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 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

www.jsums.edu/graduateschool/graduate-catalog

CyberOrientation

www.jsums.edu/graduateschool/cyberorientation

CyberAdvising

www.jsums.edu/graduateschool/cyberadvising

Important Dates

www.jsums.edu/graduateschool/important-dates

Procedure	Responsible Party	Action Date
Degree Plan (CyberForm ¹)	Student with Advisor	First Semester of Enrollment
Qualifying Examinations	Student with Advisor	Determined by Program
Apply for Degree Candidacy ¹	Student, Advisor and Candidacy Committee	After completion of 80% of coursework and Program Requirements
Obtain approval by IRB, IACUC or IBS ²	Student with Advisor	Before starting work on dissertation and <i>at least 1 year before anticipated graduation</i>
Formation of Dissertation Committee and submission of proposal	Student with Dissertation Chairperson, Committee and Department Chair	Before starting work on dissertation and <i>at least 1 year before anticipated graduation</i>
Complete the Graduate Area Comprehensive Examination Requirement	Student	Deadline listed in Graduate Calendar
Obtain a copy of “Guidelines for Preparing a Doctoral Dissertation	Student	Before first draft of dissertation is typed
Schedule Dissertation Defense	Student and Dissertation Committee Chairperson	Deadline listed in Graduate Calendar
Submission of preliminary copies of dissertation to committee	Student and Dissertation Committee Chairperson	At least two weeks prior to defense
Public Announcement of Dissertation Defense	Student and Dissertation Committee Chairperson	At least two weeks prior to defense
1.) Submission of “Committee Report of Defense Result”, and 2.) Final Draft of Dissertation to Chairperson and College Dean	Student with Dissertation Committee	1) Deadline listed in Graduate Calendar 2) Determined by Program
Final Submission of Corrected Dissertation	Student with Dissertation Committee	Program but prior to Final Clearance Deadline
Removal of “Incomplete” or “In-Progress” Grades	Student/Faculty Member	When requirements are met but prior to Final Clearance Deadline
Apply for Online Graduation Clearance	Student	Deadline listed in Graduate Calendar

1- CyberForms, available online at <http://www.jsu.edu/graduateschool>

2-IRB- Institutional Review Board; IACUC - Institutional Animal Care and Use Committee; and IBS -Biosafety Committee