

## **POLICIES AND PROCEDURES**

### **Forms**

Almost all forms are now available online through the CyberAdvising page on the Division of Graduate Studies' website (<http://www.jsums.edu/graduateschool/graduate-forms/> ).

**Graduate English Competency Exam** (<http://www.jsums.edu/graduateschool/graduate-english-competency-examinationgece/>)

- Completed during the first semester of enrollment.
- Advisor enrolls student in the GECE online.
- Student sits for the exam on the scheduled date.

**Declaration of Intent** (<http://www.jsums.edu/english/files/2011/08/Declaration-of-Intent1.pdf> )

- Complete during first semester of enrollment
- Obtain signatures of the major advisor and the department chair.

**Application for Admission to Graduate Degree Candidacy: Masters'**

- Complete after twelve (12) semester hours of graduate coursework but only if the overall GPA is 3.0 or better and there are no "I" grades.
- Advisor will complete online in PAWS and GNST 500 will appear on transcript once application is approved.

**Graduate Area Comprehensive Exam application**

- Complete after eighteen (18) semester hours of graduate coursework and all other conditions have been met.
- Advisor will complete online in PAWS and GNST 555 will appear on transcript once application is approved.

**Committee Approval Form** (<http://www.jsums.edu/gadmappl/forms/CommAp.htm>)

- Complete after the GACE in English and after the thesis committee has approved the thesis proposal.
- Complete online and print out one copy.
- Obtain signatures from thesis committee members, the department chair, and the college dean and submit to the Division of Graduate Studies.

### **Defense Committee's Report of Results**

(<http://www.jsums.edu/gadmapppl/forms/DefenseResults.htm>)

- Complete after thesis defense is held, after all changes suggested by the committee have been made, and after the college reader has approved the final copy.
- Complete online and print out one copy.
- Obtain signatures from thesis committee members, the department chair, and the college dean and submit to the Division of Graduate Studies.

**Graduation Clearance Process:** This is a new process completed entirely online. You are required to obtain approval from your academic advisor before completing this process.

### **Time Limits**

The current time limit for earning a Master of Arts degree at Jackson State University is eight years. However, that time limit is likely to be shortened in the near future. It is suggested that students try to complete their coursework in three to four semesters and then begin their thesis.

A separate time limit of two years is applied to thesis writing. The two-year period is measured from the end of the semester in which a student passes the Graduate Area Comprehensive Exam in English. A time limit of one year is applied to the non-thesis option portfolio. The one-year period is measured from the end of the semester in which a student passes the Graduate Area Comprehensive Exam in English.

### **Transfer Credit**

Graduate credit may be transferred from accredited graduate schools. Acceptance of graduate credit from other institutions is not automatic; the chairperson of the department and the college dean along with the Division of Graduate Studies.