Summary of Procedures for Masters' Students

Procedure	Responsible Party	Action Date
Degree Plan (CyberForm[1])	Student with Advisor	First Semester of Enrollment
Register for the Graduate English Competency Examination[1]	Student	Deadline listed on the "Graduate Calendar"
Apply for Degree Candidacy[1]	Student, Advisor and Candidacy Committee	After completion of 12 hours of coursework, GECE, and departmental/program requirements
Complete the Graduate Area Comprehensive Examination Requirement[1]	Student	Deadline listed on the "Graduate Calendar"
Removal of "Incomplete" or "In-Progress" Grades	Student/Faculty Member	When course requirements are met
Complete "online" Graduation Clearance Form	Student	Deadline listed on the "Graduate Calendar"

For students completing a Thesis or Project

Procedure	Responsible Party	Action Date
Obtain approval by IRB, IACUC or IBS[2]	Student with Thesis Advisor	Before beginning work on the Thesis/Project and *at least one semester prior to anticipated defense*
Formation of Thesis/Project committee and submission of proposal[1]	Student and Department Chair	Before beginning work on the Thesis/Project and *at least one semester prior to anticipated defense*
Obtain a copy of "Guidelines for Preparing a Thesis/Project"	Student and Committee Chairperson	Before the first draft of the Thesis/Project is typed
Submission of preliminary copies of Thesis/Project to committee	Student with Committee Chairperson	At least two weeks before defense
Announcement of Thesis/Project Defense	Student with Committee Chairperson	At least two weeks before defense
1.) Submission of "Committee Report of Defense Result"[1], and 2.) Final Draft of Thesis/Project to Chairperson and College Dean	Student with Committee Chairperson	1) Deadline listed in Graduate Calendar 2) Determined by Program
Final Submission of Corrected Thesis/Project	Student	Determined by Program but prior to Final Clearance Deadline
Complete "online" Graduation Clearance Form	Student	Deadline listed on the "Graduate Calendar"

1- CyberForm, available online at http://www.jsums.edu/graduateschool/cyberadvising
2-IRB - Institutional Review Board; IACUC - Institutional Animal Care and Use Committee; and IBS - Biosafety Committee.

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. Meeting requirements for graduation is the responsibility of the student.

On-Line Resources
Graduate Catalog
http://www.jsums.edu/graduateschool/graduate-catalog/

CyberOrientation
www.jsums.edu/graduateschool/cyberorientation/

CyberAdvising:
www.jsums.edu/graduateschool/cyberadvising

Dates & Deadlines
www.jsums.edu/graduateschool/important-dates/

Guidelines for Completion of a Masters' Degree

2015-2017

**The Division
of
Graduate Studies**

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