

# **Policies and Procedures for the Master of Public Policy & Administration Program**

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## **Department of Public Policy & Administration**

School of Policy and Planning  
College of Public Service  
JACKSON STATE UNIVERSITY

Universities Center  
Suites 3 & 5  
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All statements in this manual are announcements of present policies only and are subject to change at any time by proper authority without notice.

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# **INTRODUCTION**

## **Environmental Setting and Historical Development**

Jackson State University is located in the capital city of Jackson, Mississippi. The City of Jackson is the geographic, political, industrial, and cultural center of Mississippi. The Jackson Standard Metropolitan Statistical Area (SMSA) consists of a growing population which exceeds 568,000. Jackson is a major crossroads served by I-55 and I-20; a major international airport with service by Delta, American, Northwest and other carriers; and Amtrak rail service. The University is the only state supported senior level institution of higher education located within an eighty-mile radius of the capital city. The main campus is located approximately one mile west of downtown Jackson. The location of Jackson State University, in the densely populated SMSA of Jackson, Mississippi, has resulted in a high percentage of students coming from within a fifty-mile radius of the city.

The mission of the University has traditionally been to provide for the higher education of persons from all walks of life; but in particular, persons from economically deprived circumstances. The educational process of the University seeks to develop persons who can and will assume salient roles in the dynamics of societal growth and changes. In 1979, the University received designation as an urban university, thus, adding another dimension to its mission. To achieve its mission, the University provides strong comprehensive academic programs as well as career-oriented professional programs relevant to a highly technological society. The University is particularly proud of the growth of the Graduate School which has grown from 300 in 1953 to over 2,000 students.

Jackson State has traditionally been, and continues to be, an important resource to the Black community. As a Historically Black College and University (HBCU), it has been responsive to community needs, offering quality educational opportunities to students who were denied elsewhere.

## **History of the Department**

In the Fall of 1975, the Department of Political Science at Jackson State University initiated a graduate program in Public Policy and Administration (PPA) to provide practical career oriented training for persons already employed in the many branches of public service. This program initially awarded a Master of Arts degree in Political Science with a concentration in Public Policy and Administration. During the 1976-77 school year, the Board of Trustees of State Institutions of Higher Learning granted approval for the Master of Public Policy and Administration, (MPPA), Degree. In 1978 the program achieved NASPAA accreditation and has gone through reaffirmation for accreditation. This new professional degree allowed Jackson State University to fulfill its responsibility as a public institution in meeting the growing demand for competent and professionally trained public administrators at all levels of government in the state of Mississippi. The original proposal to develop the MPPA Program was funded by the Fund for the Improvement of Post-Secondary Education. The modest grant enabled the

University to employ a program director, purchase equipment and supplies, and provide limited travel funds to attend professional meetings.

In sub-subsequent years the Program (now Department) has experienced continued success in external fundraising). Direct and indirect support has been provided by the Fund for the Improvement of Post-Secondary Education; the former, U.S. Department of Health, Education, and Welfare; Office of Education; City of Jackson; Town of Bolton; Jackson Opportunities Industrialization Center; Jackson Equal Opportunity Commission Area Office; Mississippi AFL-CIO; Office of Black Economic Development, Mississippi Research and Development Center; the Social Security Administration; the U.S. Department of Interior National Park Service; U.S. Office of Personnel Management; U.S. Department of Housing and Urban Development; U.S. Department of Agriculture Soil Conservation Service; Mississippi Legislative Committee on Reapportionment; U.S. and State Departments of Transportation; Mississippi State Classification Commission; Hinds County Tax Assessor's Office; Mississippi State Board of Health; U. S. EPA the Tennessee Valley Authority. The Kellogg Foundation, The Hilly Foundation and Robert Wood Johnson (selected list).

The PPA Department has grown at a phenomenal rate. The student population has increased from twenty-five, (25), at inception, and has stabilized to between one hundred (100) to one hundred and fifty (150) students. In the Fall semester of 1992, the program commenced offering a Ph.D. Degree with 19 enrolled students. Concomitantly, the faculty has grown from two (2) full-time persons to the current level of eight (8) full-time, and several adjunct faculty. The Public Policy and Administration Program was granted departmental status in June 1993 making it the first Department of Public Policy & Administration in the state. The fact that the PPA Department constitutes one of the larger graduate enrollments in the University reinforces the original conviction that a professional degree program in Public Policy and Administration was and is extremely attractive in the State's Capital.

As reflected in the preceding data, the Department has experienced prodigious growth. However, there has been one pressing problem affecting the Department - the lack of sufficient financial aid for highly qualified students interested in pursuing public service careers. More than 90 percent of the Department's students who are full-time require financial assistance. This unusual circumstance can be attributed to the fact that slightly more than 90 percent of the enrolled PPA degree students are residents of Mississippi, and Mississippi continues to be on the bottom tier of states with the lowest per capita incomes in the country. Historically the Department has responded to the financial needs of our students by offering fellowships or financial assistance such as:

1. Patricia Roberts Harris Public Service Fellowships.
2. Environmental Management and Planning and Policy Fellowships (sponsored by EPA).
3. Jackson State University Graduate Fellowships & Tuition Waivers.
4. Cooperative and internship positions with local, state, public and non-profit agencies and University Graduate Assistantships.
5. Housing and Urban Development Community and Economic Development Fellowships (funded by HUD)

Additionally, we have sought other outside funding and have funded students partially or wholly from grants from varied sources including: The National Science Foundation, U.S. Department of Transportation, National Conference of Black Mayors and the Agency for Family, Youth and Children, and the Department of Housing and Urban Development (HUD), U.S. Environmental Protection Agency and Kellogg Foundation.

## **Organizational Structure**

The Department of Public Policy and Administration is an autonomous unit located within the School of Policy & Planning in the College of Public Service. Because the Department is a graduate degree granting unit, it also operates under the auspices of the Graduate Dean and Graduate Council.

## **Educational Philosophy of the Department of Public Policy and Administration**

The effort to allocate resources and the administration of the allocation of resources is as old as the history of humankind residing communally. However, the academic discipline of American Public Administration is a comparatively new discipline, tracing its beginning to the late 1800's. From that time period to the present, the discipline of Public Administration has been linked, perhaps more than many others, to the ideological foundations of the American intergovernmental system. Thus, a major focus of any Public Administration Program of quality has, and continues to be, the focus on the administration of resources with equity. At Jackson State, we believe that the administration of resources with equity represents the highest example of public service. Indeed, the public servant then becomes the noblest of all professions; practicing the noblest art. The nobility of public service and the under-pinning of the concepts of equity and the allocation of resources is the ethos which drives the philosophy of learning of the Public Policy and Administration Department at Jackson State. It is this philosophy which we seek to engender in the PPA student. The Department of Public Policy and Administration is the principal unit at Jackson State University which educates persons primarily for careers in the fields of public management and policy analysis for service in public, non-profit, and "quasi" public organizations. Concomitantly, it is also the mission of the PPA Department to serve as a resource to the Jackson State University community, the Jackson Standard Metropolitan Statistical Area the state of Mississippi, the nation, and developing areas throughout the world.

## **Educational Mission and Goals**

The MPPA Program seeks to prepare students for significant professional and managerial positions in the public and nonprofit sectors. The curriculum is designed to equip students with the necessary skills of contemporary public management, provide a broad understanding of the

role of administration in the policy process, and provide a sound foundation in ethics. Thus, our MPPA Program seeks to:

1. Provide a cadre of highly trained individuals who are committed to the notion of public service in a variety of organizational settings;
2. Develop advanced educational opportunities for student of public administration in an urban environment where a multiplicity of governmental opportunities, interactions and practices can be observed;
3. Fill the need for public and non-profit, high-level executive management which exists in the state of Mississippi and the nation, particularly as this need relates to minorities and women; and
4. Serve as a resource to the greater community.

## **ADMISSION REQUIREMENTS**

Students may apply for admission for the Fall, Spring and Summer sessions. Application deadlines are March 1 for Fall, March 15 for Summer and October 15 for Spring. In order to apply for the MPPA Program, students are required to have all the following information submitted by the designated deadlines:

1. Evidence through official academic transcripts of a bachelors degree from an accredited institution with a grade point average of 3.0 as evidenced by official transcripts
2. GRE or GMAT scores
3. Three letters of recommendation
4. Application for admission to JSU Graduate School
5. Application for admission to the MPPA Program
6. Professional/career essay

No student will be considered for admission into the PPAD MPPA Program unless they are first admitted by the Graduate School.

Criteria used to determine admission into the PPAD MPPA Program includes:

1. GPA
2. GRE or GMAT scores
3. Letters of recommendation
4. Work experience
5. Career Goals essay

The Department has developed a rating system which it uses to evaluate applicants based upon the criteria as indicated. Students may be fully admitted, conditionally admitted, or denied admission.

### **Conditional Admittance**

As stated under Graduate School policies, a student may be admitted under conditional admission standards. Students who have a GPA less than 3.0 but greater than or equal to 2.5 may be conditionally admitted to the MPPA Program if they meet all other admissions requirements. Under conditional admittance, the student must obtain a GPA of 3.0 or better by the end of their first twelve hours of graduate level courses in the MPPA Program at Jackson State University (transfer hours or hours attained in another degree program will not apply). If a 3.0 is not obtained, the student will be terminated from the program.

The Admissions and Financial Aid Committee will determine the courses to be taken. At minimum the student will be required to take PPAD 505, Principles of Public Administration, and any leveling courses which the committee may determine to be necessary.

At the end of twelve hours, the student must submit an official transcript to the MPPA Admissions and Financial Aid Committee and request to become a regular admit. If the student does not, the student will be terminated from the program.

### **Alternate Admissions Track**



Students who have not met the Graduate School's requirement for conditional admission, have a GPA less than 2.5 and who are seeking admission to the MPPA Program must meet the following criteria:

1. Must have graduated at least three years prior to admission.
2. Must have a full-time employment history of at least three (3) years.
3. Must provide a rationale in writing, as a part of the career goals essay, which demonstrates to the Admission's Committee that the applicant's prior history in academia is not indicative of their graduate potential.
4. Must enroll in nine hours of MPPA core/concentration courses, after three hours enhancement courses in one semester and obtain a 3.00 GPA.
5. Must attend a personal interview, if requested by the Admission's Committee.

At the end of nine (9) hours, the student must submit an official transcript to the MPPA Admissions and Financial Aid Committee and request to become a regular admit. If the student does not, the student will be terminated from the program.

**SCHOOL OF POLICY AND PLANNING  
DEPARTMENT OF PUBLIC POLICY AND ADMINISTRATION**

**MPPA CURRICULUM**

In order to earn the Master of Public Policy and Administration degree, students must maintain an overall 3.0 grade point average (based on a 4.0 scale) and successfully complete one of the following options:

**Thesis Option: 39 hours minimum\***

- 18 hours of public administration core courses
- 12 hours of concentration courses
- 3 hours of internship (or an additional 3-hour course if the student is in service)
- 6 hours of thesis (Write and orally defend thesis)
- Written Comprehensive Examination

**Non-Thesis Option: 45 hours minimum\***

- 18 hours of public administration core courses
- 12 hours of concentration courses
- 3 hours of an elective
- 6 hours of internship (in-service persons may be assigned special projects with current agency)
- 3 hours in skill-based or research methods course (PPAD 508 or PPAD 607)
- 3 hours of an advanced course in concentration
- Written Comprehensive Examination

**REQUIRED COURSES: PUBLIC ADMINISTRATION CORE (18 HOURS)**

PPAD 505	Principles of Public Administration (F, S)
PPAD 548	Public Personnel Administration (S)
PPAD 549	Public Finance Administration (F)
PPAD 551	Public Policy (S)
PPAD 576	Theories of Administration (F)
PPAD 596	Research for Public Management (F, S) {Pretest or Transcript Necessary}

\* More hours may be needed depending on prerequisites required

F = Fall

S = Spring

Sum=Summer

**CONCENTRATIONS (Choose One)**

(Select any 12 hours from the courses listed under each concentration,  
but you must take courses with \*)

**COMMUNITY AND ECONOMIC DEVELOPMENT**

PPAD 509/609*	Seminar in Executive Leadership Development
PPAD 514	Problems of County Administration
PPAD 519	Problems of State Administration
PPAD 525/625	Urban Politics and Policy Making
PPAD 538	Community Political Processes
PPAD 550	State and Local Government Finance
PPAD 559/659	Seminar in Public Policy Analysis
PPAD 560/661	Seminar in Politics of Environmental Administration
PPAD 561	Governmental Regulation of Natural Resources
PPAD 571	Program Development and Operations
PPAD 581*	Seminar in Community Development & Economic Development
PPAD 582	City Planning and the Political Process
PPAD 585	Seminar in Urban Problems
PPAD 586	Urban Problems and Non-Traditional Options
PPAD 612	Urban Management and Urban Services
PPAD 670	The Administration of Non-Profit Organizations
ECON 555	Economic Development of Blacks
ECON 556	Urban Economics

**PUBLIC FINANCE ADMINISTRATION**

PPAD 513	Intergovernmental Relations
PPAD 525/625	Urban Politics and Policymaking
PPAD 550*	State and Local Government Finance
PPAD 571*	Program Development and Operation
PPAD 600	Health Care Finance & Administration
PPAD 660*	Financial Management in Public Organizations
AC 551	Governmental Accounting
BA 558	Government Purchasing
ECON 544	Problems in State & Local Government Finance
ECON 555	Economic Development of Blacks
ECON 556	Urban Economics

**JUDICIAL ADMINISTRATION**

PPAD 531*	The Judicial Processes & Policy Making
PPAD 552	Consumer Law
PPAD 553	Constitutional Law
PPAD 555	Criminal Justice System
PPAD 558	Correctional Systems

PPAD 580*	Administrative Law
PPAD 583	Urban Justice
SOC 533	Criminology

### **HUMAN RESOURCE ADMINISTRATION**

PPAD 520	Civil Rights & Affirmative Action
PPAD 521	Black Perspective in Public Administration
PPAD 568	Labor Mgmt. Relations in the Public Sector
PPAD 572 *	Human Relations in Public Employment
PPAD 579*	Administrative Behavior
PPAD 587	Problems in Public Administration
PPAD 580	Administrative Law
PPAD 648	Human Resources Planning and Management
PPAD 649	Human Resource Programs in Public Agencies

### **STATE AND LOCAL GOVERNMENT ADMINISTRATION**

PPAD 513*	Intergovernmental Relations
PPAD 514	Problems in County Administration
PPAD 517	Seminar in Mississippi Government and Politics
PPAD 518	Seminar in State Politics
PPAD 519	Problems of State Administration
PPAD 521	Black Perspective in Public Administration
PPAD 525/625*	Urban Politics and Policymaking
PPAD 536	The Administration of Health Agencies
PPAD 538	Community Political Processes
PPAD 550*	State and Local Finance
PPAD 560/661	Seminar in Politics of Environmental Administration
PPAD 561	Governmental Regulation of Natural Resources
PPAD 582	City Planning and Political Process
PPAD 585	Seminar in Urban Problems
PPAD 586	Urban Problems and Non-Traditional Options
PPAD 612	Urban Management and Urban Services
PPAD 652	Urban History
PPAD 670	Administration of Non-Profit Agencies

\*\* Students may select from other courses with consultation and approval from an advisor.

### **ENVIRONMENTAL MANAGEMENT PLANNING AND POLICY**

PPAD 509/609	Seminar in Executive Leadership
PPAD 525/625	Urban Politics and Policy Making
PPAD 557	Environmental Law
PPAD 560/661*	Seminar in Politics of Environmental Administration
PPAD 561*	Governmental Regulation of Natural Resources
PPAD 610	Epidemiology and Toxicology for Public Managers

PPAD 612	Urban Management & Urban Services
PPAD 681	Seminar in Community and Economic Development
ECON 500	Environmental Economics
ESCI 501	Environmental Science
ESCI 514	Methods of Environmental Analysis
ITHM 529	Environmental Toxicology and Risk Assessment
UA 556	Regional Land Use and Planning
UA 560	Eco Systems Management

### **HEALTH CARE ADMINISTRATION**

PPAD 504	Administration of Ambulatory Health Care Systems
PPAD 536*	Administration of Health Agencies
PPAD 560/661	Seminar in Politics of Environmental Administration
PPAD 600*	Health Care Finance & Administration
PPAD 509/609	Seminar in Executive Leadership
PPAD 610	Epidemiology & Toxicology for Public Managers
PPAD 612	Urban Management and Urban Services
PPAD 670	Administration of Non-Profit Agencies
BIO 511	Biostatistics
ENV 702	Environmental Health
HE 600	Public & Community Health

### **GENERAL MANAGEMENT**

PPAD 509/609	Seminar in Executive Leadership
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\*All other course in this concentration are selected in consultation with the student's advisor and based upon the student's career goals.

### **OTHER COURSES**

PPAD 597	Internship
PPAD 598	Thesis
PPAD 599	Independent Study
PPAD 608	Contemporary Topics in Public Administration

### **OTHER REQUIREMENTS**

Students should consult the Graduate Catalog for other requirements relative to the completion of forms, examinations, etc.

### **MPPA COMPREHENSIVE EXAMINATION**

Students pursuing a Masters of Public Policy and Administration Degree are required to

take and pass the Departmental comprehensive examination as a part of the degree requirements. Comprehensive exams are the testing of a body of knowledge, not specific information given in specific classes. They will be offered twice a year, once in the fall and once in the spring.

**Exams will not be given in the summer, so students must plan accordingly.**

The following minimum criteria must be met before students are eligible to take the comprehensive exam:

1. A minimum of 27 hours of coursework must be completed, which includes 18 hours of core courses and 9 hours of concentration courses.
2. A student must be in good academic standing (with at least a 3.0 average).
3. A student must have taken and passed the English Competency Exam or English 500. English 500 cannot be used as an elective to complete the minimum hours required.
4. A student must have declared their concentration one semester prior to exam.
5. A student must have completed and submitted all required forms to the Graduate School. (See Graduate School Catalog for additional information)
6. A student must have completed the Graduate School Application for the comprehensive exam and submitted it to the Graduate School by the established deadline for the current term. (See Semester's Course Catalog for Deadline Dates)

Exam dates are set by the Department. Exams will be given in the computer lab and are required to be word processed. Typically, four (4) core area exams are given in the morning session lasting 5 hours, and the fifth core area and the concentration are given in the afternoon lasting 3 hours. All students are assigned a code for the exam and no student shall place their name on any material submitted for grading. All students are responsible for knowing any additional information (such as eligibility, organization, site and time, time allocation, etc.) regarding the comprehensive exam that is posted during the test taking semester. Unless one week notice is given to the PPAD Secretary or a documented emergency is presented, no-shows may be given a grade of fail.

A total of six exams will be given. Five exams will be given in the six core areas, (Principles of Public Administration and Administrative Theory are combined). One exam will be given in the declared concentration. Each exam will be graded: pass with distinction, pass or fail by three independent graders. Students must pass all five core areas plus the concentration area, to pass the comprehensive exam. Based on Spring 2004 amendments to the MPPA Comprehensive Examination policies of the Department of Public Policy and Administration, students who pass any portion of their Comprehensive Exam will be permitted to keep those sections, and will only be required to repeat sections of the exam that were not successfully

completed.

A student is permitted to take the comprehensive exam twice. Should the student fail the exam a second time, he/she must file a petition to the Department of Public Policy and Administration. The petition must include a justifiable rationale that explains why they should be given a third opportunity to retake the exam. If the petition is accepted by the Department, the student must wait at least one semester before retaking the exam, audit relevant classes as directed by the Department, and participate in preparation workshops. By being given a full semester to prepare, the student's chances of passing the comprehensive exam should be increased.

No student will be allowed to repeat an exam other than during regularly scheduled examination periods. Students may not defend the thesis prior to passing comprehensives.

Students sitting for the examination, who have a disability or a medical condition which may impact their performance on the exam, must submit their information to the office of support services for Students and Employees with Disabilities. This office will inform the Department of accommodations which if needed.

Transfer of Credits- Students may transfer credits based upon the prevailing policy as discussed in the Graduate Catalogue, however, the Department will not accept the transfer of core courses.

Leave of Absence- Students may request a leave of absence in accordance with prevailing graduate policy as stated in the catalogue.

## Plan of Study

<b>FIRST SEMESTER (FALL)</b>	
PPAD 505	Principles of Public Administration
PPAD 596	Research for Public Management
	Concentration Course or PPAD 516: Administrative State if no background in American Government and Public Policy or PPAD 549: Public Finance
Take Graduate English Competency Exam	
<b>SECOND SEMESTER (SPRING)</b>	
PPAD 548	Public Personnel Administration
PPAD 551	Public Policy
	Concentration Course
<b>GRADUATE SUMMER SESSION</b>	
PPAD 607	Management of Information Systems
	Concentration Course, Elective Course or Internship
<b>THIRD SEMESTER (FALL)</b>	
PPAD 576	Administrative Theory
PPAD 549	Public Finance
	Internship, Concentration Course or Elective Course
Comprehensive Exam, if criteria is met	
<b>FOURTH SEMESTER (SPRING)</b>	
<b>PPAD 598</b>	Thesis or Elective
	Concentration Course
	Internship or Elective
Comprehensive Exam, if criteria is met	
Application for Degree Candidacy	
<b>FIFTH SEMESTER OR GRADUATE SUMMER SESSION</b>	
Thesis, Internship, Concentration Course or Elective Courses	



## FORMS

There are several forms that need to be completed during the process of obtaining your Masters' degree. These forms are required by the Graduate School and may require a fee. A sample of the forms is discussed below with sample forms contained in the Appendix. It is the student's responsibility to develop an awareness of required forms and to ensure that all forms are completed and filed on a timely basis.

### **GRADUATE ENGLISH COMPETENCY EXAM FORM (online)**

Test is taken during or after first semester. It is designed to show strengths and weaknesses in grammar and usage, logic, organization, and contents. Students who fail must take and pass English 500. Exam can be taken only once. English 500 must be taken at 2nd semester enrollment. English 500 may not be used as an elective to complete the minimum hours required.

It is the student's responsibility to obtain these forms and have signed by the advisor and Departmental chair and required signatures.

### **DEGREE PLAN (online)**

The Degree Plan (Appraisal Sheet) should be filled out and filed at the beginning of the student's program of study. It contains principal program requirements, thereby serving as a checklist for the student. If a student takes different courses than outlined, then an amended Degree Plan must be filed.

### **MASTER APPLICATION FOR DEGREE CANDIDACY (online)**

The Master Application for Degree Candidacy should be filed after earning 12 semester hours and only when all admission requirements have been met.

### **APPLICATION FOR GRADUATE COMPREHENSIVE EXAM (online)**

The Graduate Comprehensive Exam form must be completed and filed with the Graduate School by their deadline. The student must provide documented evidence to advisor for verification and signature. The student must also leave the original with the PPAD secretary to obtain departmental chair's signature and ensure a copy with advisor and department chair's signature is in the departmental file before taking the form to the Graduate School.

**Request for Transfer of Graduate Credit**

If any courses are to be transferred, this form must be completed in the 1st semester as a student of the MPPA Program. Please note, if you have taken courses in the JSU MPPA Program but were not admitted as a student, you must complete this form to have those courses apply to your degree program.

**JSU IRB for Human Subjects in Research**

This form must be completed and filed if any type of research is done with human subjects including interviews and polling.

**Course Substitution Form-** Form must be filed with the degree plan as needed.

**Form for disability, support and accommodations-** These forms must be filed and direction given before receiving accommodations for any disability condition.

## DESCRIPTION OF COURSES

PPAD 504 **Administration of Ambulatory Care Systems. (3 Hours)** Prerequisite: PPAD 536. An analysis of the ambulatory health care level as delivered in the United States and other countries. Various models of delivery are examined such as a physician's office, Neighborhood Health Center, Health Maintenance Organization, etc.

PPAD 505 **Principles of Public Administration. (3 Hours)** An analysis of the basic principles and practices of Public Administration in the United States. Problems of structure, organization, administrative power, status and leadership are examined. Major actors in the struggle to control bureaucracy are identified. Value systems, ethics and application of administrative power are explored.

PPAD 507 **Quantitative Analysis. (3 Hours)** Students are familiarized with the application of relevant research techniques to the problems of public sector management and policy formulations.

PPAD 508 **Advanced Quantitative Qualitative Analysis. (3 Hours)** Prerequisite: PPAD 507 and PPAD 596. This course gives the students a higher level of skills in research methodology.

PPAD 509/609 **Seminar in Executive Leadership. (3 Hours)** Leadership as an area of academic inquiry as well as an area skill development is the focus of this course. Students will explore leadership from a historical, behavioral, political, and administrative perspective. Additionally, students engage in research and projects which will help to develop their skills as executive leaders.

PPAD 513 **Intergovernmental Relations. (3 Hours)** Prerequisite: PPAD 516. Evolution of the American federal system; consideration of inter-unit cooperation and conflict; review of administrative issues like revenue-sharing, federal grants and regulations.

PPAD 514 **Problems of County Administration. (3 Hours)** Prerequisite: PPAD 516. Administrative operations in county government are discussed; emphasis is placed on understanding, purchasing and contracting, personnel and financial administration, reporting and public relations.

PPAD 515 **Metropolitan Government and Politics. (3 Hours)** . Prerequisite: PPAD 516. Political and structural elements of public and private influences on policies like annexation, consolidation, regional development and planning are analyzed.

PPAD 516 **The Administrative State. (3 Hours)** Political environment of public administration; relation of bureaucracies to public opinion and political pressure; relations among legislators, elected executives, and civil servants are discussed.

PPAD 517 **Seminar in Mississippi Government and Politics. (3 Hours)** Prerequisite: PPAD 516. Special features of Mississippi governmental structure and political process are reviewed.

PPAD 518/618 **Seminar in State Politics. (3 Hours)** Prerequisite: PPAD 516. Student

examination of the organization, function, political dynamics and policy outputs of state governmental systems.

**PPAD 519/619 Problems of State Administration. (3 Hours)** Prerequisite: PPAD 516. Administrative operations in county government are reviewed with emphasis on planning research, purchasing and contracting, personnel and financial administration, reporting and public relations.

**PPAD 520 Civil Rights Laws and Affirmative Action. (3 Hours)** This course is designed to introduce the students to civil rights laws passed in America since the 1960s. As such this course examines national government's response to the claims of racial/ethnic and language minorities. Every effort is made to relate changes in civil rights laws to the general nature of incremental policy making in the U.S.

**PPAD 521/621 Black Perspectives in Public Administration. (3 Hours)** Public policy problems, perceptions and experiences of Blacks are examined along with the policy process. Broader questions concerning systemic change, structural transformation and historical built in dilemmas are examined. Clarification of the relationship between bureaucracy and the Black client is explored.

**PPAD 525/625 Urban Politics. (3 Hours)**. Community power and decision-making, political leadership; the relationship of citizens of their government; the urban bureaucracy, citizen participation; and delivery of services are discussed.

**PPAD 536/636 Administration of Health Agencies. (3 Hours)** A general overview of health care systems especially the free enterprise system utilized in America discussed including review of empirical studies of demand for health services; behavior of providers and relationship of health services to population health and how public input into health care organizations help form public policy for health care issues.

**PPAD 538 Community Political Processes. (3 Hours)** Students analyze the political consequences of the underlying socio-economic forces operating in urban areas.

**PPAD 548 Public Personnel/Human Resource Administration. (3 Hours)** Procedures and problems of governmental personnel administration are reviewed emphasis on staffing, remuneration, career system, motivation, evaluation, collective bargaining, and employee relations.

**PPAD 549 Public Finance Administration. (3 Hours)** Procedures for the control of public funds, assessment and collection of taxes; public borrowing and debt administration; preparation, enactment, and audit of the budget are reviewed.

**PPAD 550/650 State and Local Government Budgeting and Finance. (3 Hours)** Students study the fiscal problems of urban areas and an the scope of government fiscal activities including revenue trends, taxing policies, cash flow management, debt management and pension fund management.

PPAD 551 **Public Policy. (3 Hours)** Politics of the policy process; nature, determinants, and effects of public goods and services; formulation, implementation, and evaluation of public policies.

PPAD 552 **Consumer Law. (3 Hours)** The law as it affects the rights of creditors and debtors with special emphasis on the problems of the poor is studied.

PPAD 553 **Constitutional Law and the Economic Enterprise. (3 Hours)** Selected social and regulatory legislation and its constitutional foundation are analyzed.

PPAD 555 **The Criminal Justice System. (3 Hours)** The problems of law enforcement from commission of a crime through sentencing, trial, incarceration, and rehabilitation.

PPAD 557 **Environmental Law. (3 Hours)** Prerequisite: PPAD 580. Federal and state regulations designed to protect the environment are reviewed.

PPAD 558 **The Correction System. (3 Hours)** Principles of the formal behavior control devices are examined with emphasis on legal systems and the philosophical background of criminal justice systems.

PPAD 559/659 **Seminar in Public Policy Analysis. (3 Hours)** This course provides a general and conceptual overview of the study of public policy as a major sub-field of public administration. It is designed to emphasize the policy process and include methods and techniques of policy analysis.

PPAD 560/661 **Seminar in Politics of Environmental Administration. (3 Hours)** Prerequisite: PPAD 557. The contemporary aspects of environmental problems as reflected in society, politics and business that are faced by administrators are discussed.

PPAD 561 **Governmental Regulation of National Resources. (3 Hours)** Prerequisite: PPAD 557. The legal and political problems faced by government when trying to regulate use of natural resources are examined.

PPAD 562 **Comparative Public Administration. (3 Hours)** Prerequisite: PPAD 505. Students analyze of administrative processes and systems in various types of governments including operation of national plans, public enterprises, and rural development.

PPAD 568 **Labor Management Relations in the Public Sector. (3 Hours)** Prerequisite: PPAD 548. The course analyzes of the development of labor unions at the national, state, and local government levels in the United States.

PPAD 571 **Program Development and Operation. (3 Hours)** Prerequisite: PPAD 576. The development, operation, and evaluation of public programs; examination of various problem solving techniques and problems associated with new programs are discussed.

**PPAD 572 Human Relations in Public Employment. (3 Hours)** Prerequisite: PPAD 548. The course develops understanding human problems in public agencies; focusing on collective bargaining, contract administration, personnel efficiency and morale, equal employment and affirmative action procedures.

**PPAD 576 Administrative Theory. (3 Hours)** Prerequisite: PPAD 505. Organizational change, effectiveness, and allocation processes in public agencies are discussed. The theoretical models of open system, rationalist conflict, coalition and decision-making are examined with the aim of presenting a unified set of propositions about organizations.

**PPAD 579 Administrative Behavior. (3 Hours)** The course examines administrative behavior and government management with appropriate comparison to private industry, analysis of principal elements of the public administrator's job, such as planning procedure and work methods, evaluating and control programs and operations.

**PPAD 580 Administrative Law. (3 Hours)** The primary objective of this course is to introduce students to series of important issues in Administrative Law. Some of the issues and problems central to the field are explored by an analysis of relevant literature.

**PPAD 581/681 Seminar in Community Development and Economic Development. (3 Hours)** This course provides students with a basic understanding of the board field of community and economic development. It focuses on community economic development activities carried out by the federal, state and local levels of government, as well as on the impact that the neighborhood development organization has had in this area. The course emphasizes the breadth of the field by exposing students to a variety of readings, and to regular visits by practitioners in the field who will give students insight into contemporary problems.

**PPAD 582 City Planning and the Political Process. (3 Hours)** A study of the planning process in urban and metropolitan areas, with particular attention to governmental and administrative policies and the machinery for dealing with problems involving complex political, economic, and technological factors and the planning process as it affects Black people.

**PPAD 583 Urban Justice. (3 Hours)** Students study the urban court systems, their actors and processes including the impact of the court on resolution of urban problems.

**PPAD 585 Seminar in Urban Problems.** An analysis of major urban problems, strategies and approaches proposed for their resolution, historical perspective and political implications. Reformist efforts of government and private efforts will be examined with special emphasis on Post-New Deal developments and the impact on the Black community.

**PPAD 586 Urban Problems and Non-Traditional Options. (3 Hours)** An overview of the strategies, tactics and techniques of municipal administration is analyzed and evaluated. Innovative models for approaching political issues unique to municipalities and the impact of urbanization is discussed.

**PPAD 587 Problems in Public Administration. (3 Hours)** Case studies are analyzed to

illustrate the major problems confronting top bureaucrats in public agencies, problems studied include methods of administrative policies, relationship of public agencies with their clients specific of administrative situations.

**PPAD 596 Research for Public Management. (3 Hours)** Empirical analysis for practical administrative problems and the development of new management techniques including controlled social experimentation; simulation of policy issues; evaluation of future alternatives. Diagnostic examination must be passed or PPAD 507.

**PPAD 597 Internship. (3 Hours)** Prerequisite: Twelve hours graduate course work in Public Administration prior to this individual work experience in government agencies.

**PPAD 598 Thesis (3 Hours)** Prerequisite: Complete course work and comprehensive.

**PPAD 599 Independent Study. (3 Hours)** The student selects a research area which may be of benefit to his/her program. Topics must be approved by their faculty advisor and the instructor selected by the student for the research.

**PPAD 600 Health Care Finance & Administration. (3 Hours)** Prerequisite: PPAD 549 and PPAD 536/636. The course provides an understanding of the fiscal environment of health care organizations and how economic concepts can be applied in the management and planning of health services.

**PPAD 605 The Scope of Public Administration. (3 Hours)** This class emphasizes the literature which focuses on the historical and ecological factors influencing the development of the discipline of Public Administration. Concomitantly, a look at contemporary trends will be emphasized. Thus, students will discuss issues such as privatization, the third sector ethnics, and executive leadership. In addition, although the course will focus on American Public Administration, some effort will be given to providing a comparative analysis to the context of public administration.

**PPAD 606 Quantitative Methods. (3 Hours)** This course familiarizes students with quantitative approaches which can be used to solve problems in the public sector management.

**PPAD 607 Management of Information Systems. (3 Hours)** Design and utilization of systems to assist administrative information requirements are reviewed including the study of systems analysis, information flows, data management, and computer applications to public management.

**PPAD 608 Contemporary Topics in Public Administration. (3 Hours)** This is a seminar in which "cutting edge" information and contemporary trends and issues are explored.

**PPAD 610 Epidemiology and Toxicology for Public Managers (3 Hours)** Acquaints students with the areas of epidemiology and toxicology including, but not limited to, the study and control of communicable and certain noninfectious and noncommunicable diseases associated with the environment including air, water and food.

**PPAD 612 Urban Management and Urban Services. (3 Hours)** Students examine and analyzes the methods by which local public services are designed, delivered and evaluated.

**PPAD 648 Human Resources Planning and Management. (3 Hours)** Students are exposed to the principals, theories, practices and problems of human resource management in the United States. The focus is on the wide spectrum of personnel policies and practices including the political processes that bring them into being and on the interaction between these organizations and the political environment.

**PPAD 649 Human Resource Programs in Public Agencies. (3 Hours)** This course will concern how to design and implement human resource policies within government agencies at the various levels of the intergovernmental system. The participants will deal with such matters ad recruitment, testing, promotions, grievances, discipline, performance appraisal, classification and compensation.

**PPAD 652 Urban History. (3 Hours)** Focuses on the growth of Urbanism and the impact urbanization has had on the lives of Americans.

**PPAD 660 Financial Management in Public Organizations. (3 Hours)** The management of organizational resources in general and in particular (are the focus of this course). While local governments will be the focal point of the course, the principles and techniques have application to all public organization, such as non-profit, health and welfare organizations.

**PPAD 670 Administration of Non-Profit Organizations. (3 Hours)**  
This course focuses on the role and character of private, non-profit organizations and the relationship between these organizations and other sectors of the community. It examines the impact that recent public-particularly fiscal-decisions have had on service delivery in the non-profit environment. Within this context, the course acquaints the various aspects of managing non-profit agencies.

**PPAD 676 Theories of Public Organization. (3 Hours)** This course expose students of public sector organizations to various prominent explanations and theories of organizations as political, social and economic concepts. Basic questions, concepts, definitions and assumptions about public organizations will be examined. Major subject areas are discussed: 1)theories of individual and group behavior; 2) theories of organizational structure; 3) theories of organizational process.

**PPAD 677 Public Policy Formulation and Implementation. (3 Hours)** This course focuses on problems of policy formulation, implementation, and evaluation. The participants will be exposed to such issues as seeing the need for a policy issues, thinking through goals and objectives, policy adoption, problems of implementation (including perceptive and real gaps between congressional intent and bureaucratic interpretations of congressional intent), and evaluation.

**PPAD 682 Seminar in Program Development and Evaluation. (3 Hours)** The purpose of this course is to teach class participants the principles of program development and provide an



understanding of how evaluators can help make government more effective by producing timely information on the promise and performance of existing programs.

PPAD 696-90 **Advanced Research Methods I. (3 Hours)** This is a research course in which participants will use both qualitative techniques to address a management problems. Students must take both semesters.

PPAD 696-91 **Advanced Research Methods II. (3 Hours)** This is a research course in which participants will use both qualitative techniques to address a management problems. Students must take both semesters.

PPAD 697 **Internship. (3 Hours)** Executive level "Hands-On", work experience in selected organizations.

PPAD 698 **Dissertation. (3 Hours)** This course is for students who are admitted to candidacy so that they may engage in the writing of the Dissertation.

PPAD 699 **Independent Study. (3 Hours)** The student is allowed to select a research topic of interest. Prior approval must be granted.

PPAD--- **Ethics (3 Hours)**

ACC 551 **Government Accounting\*\*.** (3 Hours) This course focuses on accounting theory and practice applied to government agencies; classification and use of funds; fiscal procedures; budgetary control, financial statements and reports.

BA 558 **Government Purchasing\*\*.** (3 Hours) Procurement of supplies and equipment by government agencies including quantity and quality decisions; bidding procedures; forward buying, pricing and selection decisions; acquisition of technological systems are focused on.

BIO 511 **Biostatistics\*\*.** (3 Hours) This course is designed for students in biological sciences with no advanced training in mathematics. Basic concepts in statistical methods and experimental techniques and their general applicability in biology will be stressed.

BUS 546 **Management Information Systems\*\*.** (3 Hours) Design and utilization of systems to assist administrative information requirements are reviewed including the study of systems analysis, information flows, data management, and computer application to public management.

ECO 544 **Problems in State and Local Finance\*\*\*.** (3 Hours) Students study of major problems related to financing state and local government functions, types and effects of taxes; inter-governmental transfers; fiscal federalism.

ECO 554 **Public Finance Economics\*\*.** (3 Hours) Economic effects of taxes, public debt, and public expenditures on resource allocation, employment, and income distribution, fiscal and monetary policy; economic stabilization are reviewed.

ECO 556 **Urban Economics\*\***. (3 Hours) Use of economic analysis in understanding the growth and functioning of urban areas with emphasis on the role of public policy in an urban context is studied.

ENV 702 **Environmental Health \*\***. (3 Hours) Impact of environmental problems on human health, biological hazards, radiation; radiation and pesticides; environment of the workplace.

GEO 526 **Urban Geography\*\***. (3 Hours) The distribution, functions, and internal structures of cities is reviewed from perspective of geographic analysis and classification of urban centers and their tributary areas.

HE 600 **Public and Community Health\*\***. (3 Hours) This course is designed to communicate an understanding in the area of public and community health. It traces the beginning of public health and community health and studies the relationship between public and community health.

HIST/PPAD 652 **Urban History\*\***. (3 Hours) The course focuses on the growth of urbanism and the impact urbanization has on the lives of Americans. (S)

SOC 528 **Urban Sociology\*\***. (3 Hours) Analysis of the structure of urban areas. Include origin and development of world urbanization with emphasis on the ecology of urban areas is the focus of this course.

SOC 533 **Criminology\*\***. (3 Hours) Students discuss theories of the genesis of criminal behavior in terms of the persons and group theories of crime and punishment.

UA 545 **Urban Planning\*\***. (3 Hours) The course emphasizes problems of urban planning, comprehensive land planning, social and economic planning, implementation, housing, open spaces, recreation, civic design, capital marketing, and zoning.

UA 551 **Urban Ecology\*\***. (3 Hours) Selected emphasis is placed on politics and technical problems of regional land use and planning including regional, social and economic planning.

UA 556 **Regional Land Use and Planning\*\***. (3 Hours) Students study the politics and technical problems of regional land use and planning including regional, social and economic planning.

UA 560 **ECO Systems Management\*\***. (3 Hours) A study of theory and practice in directing, coordinating and controlling programs and activities related to the environment.

\*\*Courses offered outside the department which may be taken with prior approval.

## PROCEDURE FOR THESIS SUBMISSION

1. Select an advisor who shares your interest and ask him/her to direct your research.
2. Get the advisor's permission slip signed.
3. Select a committee and get committee members to sign advisor documents. After weeks of research, meet with advisor to discuss the thesis proposal.
4. Submit thesis proposal.
5. After proposal is approved by adviser, committee approval is sought.
6. Committee approves of proposal. Complete and submit approval form and proposal to the graduate school, the Department, and other entities. Make sure that your advisor has consulted the Office of Research and that you have followed the correct protocol if your thesis research involves human subjects.
7. Chapters are submitted to advisor as they are completed (one at a time).
8. After the initial rough draft copy is approved by the advisor the thesis is submitted to committee for changes and for approval. Committee members submit changes to the advisor.
9. Student makes suggested changes and submits them to the advisor.
10. A final rough draft copy is submitted once the changes are completed to the satisfaction of the advisor and the committee. A defense date is established.
11. Student defends thesis.
12. Upon successful defense and the completion of additions and corrections, if any, suggested during the defense, the final document is submitted to the committee.
13. When the final copy is approved by the advisor and committee, Form IV is signed and the student follows the graduate school guidelines for submission to the University.

### Regulations

1. Persons who are not registered for thesis credit will not receive advisement. You may not accumulate more than three hours of thesis credits if you have not passed the English Competency exams or MPPA Comprehensive Exams.
2. If you do not have a 3.00 cumulative average you are not eligible to write the thesis or receive thesis advisement.

3. A minimum of 2 1/2 weeks and a maximum of 3 1/2 weeks must be allowed for the reading of each thesis chapter.
4. No thesis defense will be scheduled or conducted less than four weeks before the final submission date established by the graduate school.
5. No student will be allowed to participate in graduation exercises who have not completed all requirements for the degree.
6. All thesis or major papers must conform to the requirements outlined in the program's thesis guide and the Graduate School Manual on thesis submission.

**Jackson State University  
PUBLIC POLICY & ADMINISTRATION DEPARTMENT**

**FINANCIAL AID INFORMATION**

All financial aid is awarded based on the recommendations of the Departmental Financial Aid Committee. The amounts of these awards vary and depend on availability of funds.

**PROCEDURES:**

Financial aid applications are reviewed prior to the beginning of the Fall semester by the financial aid committee. A financial aid applicant may be invited to a one-on-one pre-evaluation meeting with the Chair and the Committee, where through a controlled give and take type of discussion, the Chair/Committee ascertains the extent and sincerity of the applicant's need.

**CRITERIA:**

- New Entrants: based on undergraduate grade point average (generally 3.2 for Masters and 3.5 for Ph.D.).
- Continuing Students: based on performance in the program.
- All Students: other supporting documentation, such as career accomplishments, leadership ability and recommendations.

**AVAILABLE AID:**

**FELLOWSHIPS\***

The Department has been a recipient of funding for fellowships from several organizations including the following: the U.S. Department of Education, the U.S. Department of Housing and Urban Development and the U.S. Environmental Protection Agency. Stipulations for each fellowship differ dependent on the funding organization.

HUD Community and Economic Development Fellowship is designed to encourage students to concentrate their studies in the area of community and economic development. This award pays tuition, fees, books, and travel to a professional conference and a stipend for the academic year. The stipend, which is disbursed monthly, is earned through internship placement. Students who qualify for this fellowship must also be economically disadvantaged.

Disabilities Management Fellowship is funded in part by the Department of Education and provides a specialization in Disabilities Management. (Please see separate brochure available in the Department).

**\*Fellowship availability depends on grants funded.**

## **FINANCIAL AID INFORMATION (continued)**

Environmental Protection Agency - requires EPA fellows to emphasize environmental management, planning and policy in their studies. This award pays tuition, fees, books, travel to a professional conference and a stipend for the academic year. The stipend which is disbursed monthly is earned through assistantship placement.

## **GRADUATE ASSISTANTSHIP**

### **Doctoral and Masters**

The University and the Program provide a limited number of graduate assistantships. This award pays in-state tuition and a stipend for the academic year. The stipend which is disbursed monthly does not cover out-of-state fees, housing, transportation and food and is earned through assistantship placement. Students must be enrolled for a minimum of 9 hours credit.

## **INTERNSHIPS and CO-OPS**

A monthly stipend can be earned through internship placement. The following are examples of the various placements which are often available:

Hinds County Internships - funded by Hinds County Government  
 Mississippi Public Management Internships- funded by the State of Mississippi  
 U.S. Dept. of Veteran Affairs Internships- funded by the Office of Veteran Affairs  
 Disabilities Management Internships - funded by the U.S. Department of Education

Information regarding other Internships can be obtained from the Internship Coordinator - Dr. Ester Stokes.

### **Requirements for Participation in Internship Opportunities: (Must Have Completed 12hrs of Coursework)**

1. **Must be enrolled in or have taken PPAD 597/697** and show regular and punctual class attendance.
2. **Be prepared to show a mastery of internship objectives** as appropriate and specified in the SCAN Report --“Keys to Successful Job Performance” as set forth by the Secretary of Labor and the Secretary’s Commission on Achieving Necessary Skills. The “Keys to Successful Job Performance” as set forth by the Secretary of Labor and the Secretary’s Commission on Achieving Necessary Skills (SCANS) are outlined on the next page. These skills and competencies are included in The Report, “What Required of Schools: A SCANS Report of America 2000, published in June, 1991, by the U.S. Department of Labor.

3. Be prepared to perform in your internship as if you would on a regular job with regard to such matters as; reporting to work, being conscientious about duties, following the dress code, showing courtesy, etc.
4. Be prepared to submit a 15 page internship paper
5. Be prepared to maintain a written daily log and bi-weekly self-evaluations
6. Be prepared to report problems that may arise to the internship coordinator.
7. Be prepared to obtain membership in ASPA and Toastmasters (you are also encouraged to also join an appropriate Section membership)
- 8. Register to vote if you are not a registered voter** (This is not required, but you are strongly encouraged and recommended to do so)
9. Be prepared to complete a portfolio which includes, but is not limited to the following:
  - An Internship Application
  - An Internship agreement
  - An Internship position description
  - A Resume and Personal Business Card
  - A Work Schedule
  - Internship Goals and Objectives
  - A Bi-weekly Self Evaluations
  - A Daily Log
  - A Career Path
  - A Mentor's Letter and Report of a Conducted Interview
  - Evidence of membership in ASPA and Toastmasters
  - Career Articles
  - A 15 page internship paper
10. Be prepared to complete individual and group reports
11. Be prepared to read and submit a two to three page report on the following books:  
The One Minute Manager and Who Moved My Cheese.

## **OTHER**

### **Tuition and Fee Waiver**

A limited number of tuition and fee waivers are available This award pays tuition only and covers the Fall and Spring semesters.

**DEADLINE FOR APPLICATION FOR FINANCIAL AID:**

All awards are made during the Summer for the ensuing academic year beginning in the Fall semester. To be considered, all application materials including transcripts must be submitted to the Public Policy and Administration Program by April 15th of each year. Applications may be obtained from the Jackson State University Graduate School which is located on the 1st floor of the Administration Tower on the main campus or the Public Policy and Administration Program Offices located in Suite 3 of the Universities Center Building at 3825 Ridgewood Road, Box 18, Jackson, Mississippi 39211.



# **APPENDIX**

## **Sample Forms**

- A. Graduate English Competency Exam Application (GECE) (online)
- B. Degree Plan (online)
- C. Application for Graduate Area Comprehensive Exam (GACE) (online)
- D. Masters Candidacy Application
- E. Request for Transfer of Graduate Credit
- F. Internship Application
- G. JSU IRB for Human Subjects in Research