

THE GRADUATE SCHOOL

Division of Graduate Studies

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The Division of Graduate Studies has supervision of all graduate work at the University. The Division of Graduate Studies is composed of the departments which offer graduate instruction leading to masters', educational specialist, and doctoral degrees. The faculty of the Division of Graduate Studies consists of those faculty members in the departments who are qualified to teach and do 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.

The Graduate Council

The Graduate Council is responsible for the development and coordination of general policies and procedures for graduate programs and the maintenance of uniform standards for the admission of students and for the awarding of graduate degrees. It is, therefore, the responsible body to recommend, initiate, develop, and approve graduate programs.

Acting with the Graduate Dean, the Graduate Council may initiate plans for improvement of graduate instruction, set standards for the Graduate Faculty, and, in general, oversee the proper functioning of the Division of Graduate Studies.

The Graduate Council consists of a representative, usually the Department Chair, from each department and program offering graduate degrees. An additional representative from each School can be elected for one year by the assembled graduate faculty. The Graduate Dean also appoints for one or two year terms additional members from the faculty at large in order to ensure balanced representation. Two graduate students are appointed from the Graduate Student Association Officers for one year. These representatives act in an advisory capacity and are charged with the transmittance to their departments of the deliberations of the Graduate Council and are also charged to bring recommendations to the Council.

During the academic year, the Graduate Council meets during the following months: October, November, February, and April. Special

meetings of the Council may be called by the Dean or by a majority of the Council members.

The Graduate Faculty

The Graduate Faculty consists of the President, Provost, the academic deans and those members of the general faculty who, by their scholarly attainments in their own fields of specialization have demonstrated their competence to offer graduate instruction.

The purpose and functions of the Graduate Faculty, within limits established by the Board of Trustees, are to instruct graduate courses, supervise thesis and dissertation research, and advise the Graduate Council and the Graduate Dean on the establishment of policies relating to graduate education. The major advisory functions of the Graduate Faculty are carried on by committees appointed by the Graduate Dean. Appointment to the Graduate Faculty is made by the Provost.

Graduate Admissions

Admission is granted jointly by Graduate Studies and the program in which the student plans to study. Each program has its own procedures for evaluating applications. Once all required information is received by Graduate Admissions in the Admissions portal, admit decisions can be made at all required levels. Once Graduate Studies receives a recommendation from the graduate faculty of the department, applicants are notified by the Graduate Dean of the decision to admit, conditionally admit, or deny. Admission decisions are valid for 12 months for purposes of initial enrollment.

The Graduate Application can be submitted online by visiting the Jackson State University Graduate Studies website at www.jsums.edu/graduateschool (<http://www.jsums.edu/graduateschool/>).

It is the applicant's responsibility to ensure that all admission documents are received in the Graduate Studies office on or before the application deadline. All credentials submitted on behalf of an applicant become the property of the University and may be maintained for up to one year. Materials from applicants who do not submit all requested material may be shredded and discarded after one year.

All required information **must** be received by the following deadlines. Required information includes:

1. Application
2. Official Transcripts from all accredited colleges and universities attended.
3. Proof of immunization for measles, mumps and rubella is required of all students in non-JSUOnline programs, and should be submitted to the JSU Health Center at healthservices@jsums.edu. See immunization requirements at www.jsums.edu/healthservices/immunization-requirements/ (<http://www.jsums.edu/healthservices/immunization-requirements/>).
4. Application Fee, for non-Mississippi residents.
5. Departmental/program documentations and test scores.
6. Official TOEFL score and financial support documentation for international applicants.
7. Evaluation of all international transcripts must be completed by World Evaluation Services (WES), Educational Credential Evaluators (ECE), and Global Credential Evaluators, Inc. (GCE).

General Priority Application Deadlines

Semester/Session	On or Before
Fall	March 1
Summer	March 15
Spring	October 15

Deadlines for Selected Programs

Semester	Program	Deadline
Fall	Ph. D. in Clinical Psychology	January 15
Fall	M.A. in Sociology	March 1
Fall	M.A. in Criminal Justice	March 1
Fall	M.P.H. in Public Health	March 1
Fall	D.P.H. in Public Health	March 1
Fall	M.S. in Community Counseling	March 1
Fall	M.S. Ed. in School Counseling	March 1
Fall	M.S. in Rehabilitation Counseling	March 1
Fall	M.S.W. (Full-time) and Ph.D. in Social Work	March 1
Fall	M.S. in Communicative Disorders	March 1
Fall	Ph.D. in Computational & Data Enabled Science	March 1
Fall	Ph.D. in Educational Administration	March 1
Fall	Ph.D. in Engineering	March 1
Fall	Ph. D. in Environmental Science	March 1
Fall	Ph.D. in Public Administration	March 1
Fall	Ph.D in Urban Higher Education	March 1
Fall	Ph.D. in Urban and Regional Planning	March 1
Fall	Ed. D. in Early Childhood Education	March 15
Fall	Ph.D. in Business Administration	March 15
Summer	MSW Program - Advanced Standing and Part-time	March 15
Summer	M.S. in Educational Administration & Supervision	March 15
Summer/Fall Enrollment	Ed.S. in Education (all concentrations)	March 15

Applications received after the enrollment deadline for the desired enrollment period will be processed for the next enrollment period. Selected academic programs only admit once a year. Please refer to the department's section of the catalog, or the departmental website.

Note: Each program, department or school may have admission requirements and standards above the general standards listed below. The student should

consult the catalog section for the program, department and academic school for additional requirements.

General Admission Requirements for Master's Degrees

Applicants interested in pursuing a master's degree should submit to Graduate Studies, via the online application portal:

1. The online Graduate Application for Admission;
2. Official copies of transcripts from all 4 year accredited colleges/universities attended;
3. Out-of-state applicants must submit a \$25.00 application fee using a money order, or electronically using a debit/credit card; and
4. Proof of immunization for measles, mumps and rubella is required of all students, according to the guidelines of the JSU Health Center.

Other departmental requirements may include the following:

1. Three (3) letters of recommendation.
2. Special application forms and materials required by departments. Please refer to the department's section of the catalog, or the website.
3. Standardized test scores. Please refer to the department's section of the catalog, or the website.

International Applicants must also submit the following:

1. A satisfactory TOEFL (Test of English as a Foreign Language) or IELTS score submitted, or successful completion of ESLI (English as a Second Language).
2. A required \$25.00 application fee submitted by a money order, or electronically using a debit/credit card.
3. A certified, translated copy of all transcripts, mark sheets, and diplomas direct from the university/college(s) to Graduate Studies. A minimum GPA of 3.00 (B average) at the undergraduate level for regular admission. A cumulative GPA of at least 2.50 at the undergraduate level (4.0 scale) is required for conditional admission status.
4. Certified Declaration of Financial Support on file in JSU Global.
5. Evaluation of all international transcripts must be completed by World Evaluation Services (WES), Educational Credential Evaluators (ECE), and Global Credential Evaluators, Inc. (GCE).

Once all required information is received by the Graduate Admissions office, the application is forwarded to the department committee for review. The committee members will send a recommendation to the Chair/Director then Dean. Graduate Studies receives a recommendation from the department and the College Dean or designee; applicants are notified by the Graduate Dean of the decision to admit, conditionally admit, or deny. An admission decision is valid for 12 months. Thereafter, the applicant should contact Graduate Admissions for readmission.

Graduate Studies considers admission to degree programs for only those students who have earned degrees (bachelor's, master's, specialist) from regionally accredited colleges or universities. Students admitted to Graduate Studies are classified as:

1. Regularly admitted status,
2. Qualifying Status,
3. Conditionally admitted status,
4. Non-degree Status.

Regular status is awarded to students who have a minimum GPA of 3.00 (on a 4.00 Scale) at the undergraduate level and are admitted to a degree program.

Qualifying Status is awarded to students who have a minimum GPA of 3.00 (on a 4.00 Scale) at the undergraduate level but require the completion of prerequisites prior to admission to a degree program. The degree program specifies the prerequisites. Please refer to the department's section of the catalog.

Conditional Status may be assigned to students who possess a cumulative GPA of at least 2.50-2.99 at the undergraduate level (on a 4.0 scale) and are admitted to a degree program. Students must earn regular status in the first semester of full time enrollment (i.e. a minimum of 9 **credit** hours during the semester of enrollment), or in the first 12 **credit** hours of part-time enrollment by acquiring a GPA of 3.00 in the first 12 hours of graduate work (i.e. 3.00 semester GPA for first and next semester). During the period of "conditional status", students may not earn a letter grade of "C" or lower.

Non-Degree Status at the Master's Level

Students may be granted special admission to earn certification, update professional skills, earn transfer credit, or to attend a workshop. *Only selected graduate courses are available.* Applicants for non-degree status file only:

1. Application for Admission and Non-degree Enrollment Forms.
2. Official copies of transcript(s) direct from college(s) to the Graduate Admission Office with a cumulative GPA of at least 2.50 at the undergraduate level (on 4.0 scale).

Please note the following:

- Students in Non-Degree status may not enroll in more than six (6) hours per semester.
- Not more than twelve (12) hours may be taken while in Non-Degree status.
- Approval for Non-Degree status does not guarantee subsequent admission to a degree-conferring program.
- Non-Degree students who may wish to continue at a later date must earn a 3.00 average for any graduate courses completed.
- Non-Degree students who wish to earn a degree at a later date must meet all regular admission criteria and earn a GPA of 3.00 for any course completed in non-degree status.
- Credit earned in Non-Degree status is treated as transfer credit. A maximum of 12 hours may be transferred to a degree program.

General Admission Requirements for Specialist Degrees

Applicants interested in pursuing a Specialist in Education (Ed.S.) degree should submit to Graduate Studies **by the January 15 deadline**:

Applicants interested in pursuing a specialist degree should submit to Graduate Studies, via the online application portal:

1. The online Graduate Application for Admission;
2. Official copies of transcripts from all 4 year accredited colleges/universities attended;
3. Out-of-state applicants must submit a \$25.00 application fee using a money order. or electronically using a debit/credit card; and
4. Proof of immunization for measles, mumps and rubella is required of all students, according to the guidelines of the JSU Health Center.

Other departmental requirements may include the following:

5. Three (3) letters of recommendation.
6. Special application forms and materials required by departments. Please refer to the department's section of the catalog, or the website.
7. Standardized test scores. Please refer to the department's section of the catalog, or the website.

International Applicants must also submit the following:

1. A satisfactory TOEFL (Test of English as a Foreign Language), PET-A, or IELTS score submitted, or successful completion of ESLI (English as a Second Language).
2. A required \$25.00 application fee submitted by a money order, or electronically using a debit/credit card.
3. A certified, translated copy of all transcripts, mark sheets, and diplomas direct from the university/college(s) to Graduate Studies. A minimum GPA of 3.00 (B average) at the undergraduate level for regular admission. A cumulative GPA of at least 2.50 at the undergraduate level (4.0 scale) is required for conditional admission status.
4. Certified Declaration of Financial Support on file in JSU Global.

Non-Degree Status for the Specialist Level

Students may be granted special admission to earn certification, update professional skills, earn transfer credit, or to attend a workshop. *Only selected graduate courses are available.* Applicants for non-degree status submit only:

1. Application for Admission and Non-degree Enrollment form to the Graduate Admission Office.
2. Transcript(s) direct from college(s) to the Graduate Admission Office indicating a masters' degree and the department-required minimum GPA.

Please note the following:

- Students in Non-Degree status may not enroll in more than six (6) hours per semester.
- Not more than twelve (12) hours may be taken while in Non-Degree status.
- Approval for Non-Degree status does not guarantee subsequent admission to a degree-conferring program.
- Non-Degree students who may wish to continue at a later date must earn a 3.00 average for any graduate courses completed.
- Non-Degree students who wish to earn a degree at a later date must meet all regular admission criteria and earn a GPA of 3.00 for any course completed in non-degree status.
- Credit earned in Non-Degree status is treated as transfer credit. A maximum of 12 hours may be transferred to a degree program.

General Admission Requirements for Doctoral Degrees

Applicants interested in pursuing a doctoral degree (Ph.D., D.P.H., or Ed.D.) should submit to Graduate Studies, via the online application portal:

1. The online Graduate Application for Admission;
2. Official copies of transcripts from all 4 year accredited colleges/universities attended;

3. A Master's degree (or a baccalaureate degree for Chemistry and Clinical Psychology) from an accredited 4 year college or university depending on specific program requirements,
4. A minimum GPA of 3.00 (on a 4.00 Scale) and the program/department required minimum GPA on the highest degree earned,
5. Out-of-state applicants must submit a \$25.00 application fee using a money order, or electronically using a debit/credit card; and
6. Proof of immunization for measles, mumps and rubella is required of all students, according to the guidelines of the JSU Health Center.

Other departmental requirements may include the following:

1. Three (3) letters of recommendation.
2. Special application forms and materials required by departments. Please refer to the department's section of the catalog, or the website.
3. Standardized test scores. Please refer to the department's section of the catalog, or the website.
4. A written statement of purpose.

International Applicants must also submit the following:

1. A satisfactory TOEFL (Test of English as a Foreign Language), PET-A, or IELTS score submitted, or successful completion of ESLI (English as a Second Language).
2. A required \$25.00 application fee submitted by a money order, or electronically using a debit/credit card.
3. A certified, translated copy of all transcripts, mark sheets, and diplomas direct from the university/college(s) to Graduate Studies. A minimum GPA of 3.00 (B average) at the undergraduate level for regular admission. A cumulative GPA of at least 2.50 at the undergraduate level (4.0 scale) is required for conditional admission status.
4. Certified Declaration of Financial Support on file in JSU Global.
5. Evaluation of all international transcripts must be completed by World Evaluation Services (WES), Educational Credential Evaluators (ECE), and Global Credential Evaluators, Inc. (GCE).

Admission of Faculty and Staff Members

Jackson State University faculty and staff members may be admitted to Graduate Studies through established procedures and meet all admission criteria.

Readmission

Readmission is **not** automatic. Readmission requires approval by the major department, the Academic College Dean or designee, and Graduate Studies.

The student must file a Readmission Application at least three weeks before the beginning of the semester. The student should consult with the major department or academic school before starting this process.

Transfer of Credit at Time of Admission

Graduate credit may be transferred from graduate schools of regionally accredited institutions. Transfer credit is not automatic and is made upon the recommendation of the chairperson of the major department, the academic college dean or designee and approval of the Dean of Graduate Studies. Credits are usually transferred during or at the end of the student's first semester of enrollment. Students should not assume that all graduate credits earned at other institutions will transfer.

Only those hours in which the student has achieved a grade of "B" will be considered for transfer. These credits must be in an area that is the same as, or closely related to, the major field of concentration. Students should consult with the specific degree program for regulations pertaining to the program. Time limits apply to transfer credit. All master's and specialist students must complete their programs within eight years of starting coursework at Jackson State or elsewhere.

A maximum of 15 semester hours of transfer may be applied toward the doctoral degree. Students should consult with the specific degree program for regulations pertaining to the program. Time limits apply to transfer credit.

A student who has previously registered as non-degree seeking in Graduate Studies should note that work taken in this category is treated as transfer credit if the student is later admitted to a degree program. A maximum of 12 semester hours may be transferred to a graduate degree program from non-degree status, subject to approval by the department chairperson and the Dean of Graduate Studies.

Courses taken while a student is registered in other schools of the University are treated as transfer credit if applied later to graduate degrees. Such courses may not be used to meet residency requirements.

International Student Admission

A prospective student who is not a US citizen applying for admission to Jackson State University as a graduate student must apply for admission by March 1, for Fall enrollment; October 1, for Spring enrollment; and March 15, for Summer enrollment. Applicants must submit the following required documents.

1. Application for Admission with \$25.00 admission fee using a money order or electronically using a debit/credit card..
2. Three (3) letters of recommendation from former college professors sent directly to the department or program.
3. Master's applicants: A minimum GPA of 3.00 (B average) at the undergraduate level or possess a cumulative GPA of at least 2.50 at the undergraduate level (4.0 scale) for conditional status. Specialist applicants: must hold a masters' degree and the department-required minimum GPA. Doctoral applicants: a minimum GPA of 3.00 (on a 4.00 Scale) and the program or department required minimum GPA on the highest degree earned.
4. A satisfactory TOEFL (Test of English as a Foreign Language) or IELTS Score must be submitted or successful completion of ESLI.
5. A certified, translated copy of all transcripts, mark sheets, and diplomas direct from the college(s) Graduate Studies.
6. Special application forms and materials required by a department or academic college, if required.
7. Certified Declaration of Financial Support on file in JSU Global.
8. Immunization Record showing proof of immunization compliance for measles and rubella, according to the guidelines of the JSU Health Center.
9. International transcripts must be professionally evaluated in order to complete your application. All transcript evaluations must include a "course-by-course" evaluation with a grade for each course, cumulative equivalent grade point average (GPA), U.S. degree equivalency, and translation into English if necessary. We recommend that applicants use the following services:

- World Education Services, Inc. (<http://www.wes.org/>)
- Global Credential Evaluations, Inc. (<http://www.gceus.com/>)
- Academic Evaluation Services, Inc. (<http://aes-edu.org/website/home/>)
- SpanTran: The Evaluation Company (https://spantran.com/web/services/evaluations/?gclid=Cj0KCQiAic6eBhCoARIsANlox87hHC3hiMiput_mPI-VsscZBNNGJZo4GhE7IK0qKWuQMzILG8rlagsaAhoCEALw_wcB)
- International Education Evaluations (<https://myiee.org/>)

Evaluations should be sent directly to:

Electronically: gradtranscript@jsums.edu

Or

**Division of Graduate Studies
Graduate Admissions
Jackson State University
1400 J. R. Lynch Street
P.O. Box 17095
Jackson, MS 39217 USA**

The companies listed above are endorsed by NAFSA: The Association of International Educators. Choosing another evaluation service, or sending transcript evaluations that do not contain the requirements listed above, may delay the application process.

English Language Proficiency Requirements for International Students

All applicants to Jackson State University must show proof of English Language proficiency. For international students, this is most commonly demonstrated through the Test of English as a Foreign Language (TOEFL) or IELTS (International English Language testing System). The minimum English requirement for international graduate admission for TOEFL and 6.5 for IELTS. However, JSU accepts additional methods of determining English Proficiency.

International Student Advisor

A student from outside the United States attending Jackson State University on a non-immigrant (F-1 or J-1) student visa is advised through JSU Global. Upon arrival on campus, all international students must report to the International Student Advisor, located at the central office, 1330 John R. Lynch Street. Advisement is offered under the guidelines of the Immigration and Naturalization Service (INS) in the following areas:

1. maintaining student visa status;
2. proper transfer to other school(s);
3. off-campus work authorization;
4. social security card information;
5. health insurance;
6. travel outside the United States;
7. change of visa status; and
8. reinstatement to student status.

The International Student Advisor will issue an I-20 form to new international students who are accepted to attend a full course of study at Jackson State University. Financial documentation must be forwarded to JSU Global prior to an I-20 form being

released for the student visa. International students must inform the International Student Advisor of matters such as enrollment status, change of an address, change of major, legal name change, and/or any disciplinary action taken by the university as a result of the student being convicted of a crime. For more information, contact the International Student Advisor at (601) 979-1611.

Changing Departments or Programs

To transfer from one major department to another during a term in which a student is registered, the student is required to submit a new application.

To transfer from one program to another program located in the same department, the student is required to submit a "Program Transfer form" and submit it to the current major department, requesting transfer. If the department approves, the approval is noted, a current degree evaluation is attached to the form, and forwarded to the Graduate Dean for final action.

Graduate Student Support

Students who wish to apply for graduate student support must be fully admitted to Graduate Studies as a degree-seeking student. Applications for graduate student support can be found on the Graduate Studies website. Interested students should submit a complete application directly to the department chair or academic dean of the desired major field. The department chair or academic dean will submit recommendations to Graduate Studies.

Certain departments and academic colleges have financial support for graduate students; interested students should contact the department chair or the dean of the college for further information.

Graduate Assistantships

Graduate Studies awards assistantships each year with a monthly stipend plus tuition for one academic year—Fall and Spring. To qualify for an assistantship the applicant must have at least a 3.00 average on a 4.00 scale, be able to carry at least 9 semester hours of course work each semester and be able to contribute 20 hours per week of useful service to a department or academic college. The application may be obtained on the Graduate Studies website. Students should apply directly to the department chair or academic dean of the desired major field. The deadline for submitting applications is March 1.

Graduate Tuition Scholarships

Graduate Studies, via the academic department's recommendation, administers a number of tuition waivers. These waivers provide tuition expense only and may vary in amount from partial to full tuition waiver. The application procedure is the same as outlined under Graduate Assistantships. Tuition-waivers are awarded per academic year. The deadline for submitting applications is March 1.

Remission of Fees

Full-time staff of Jackson State University who qualifies for admission may, with the approval of the immediate supervisor, have tuition and general fees remitted for two courses (including accompanying laboratory) per semester or per summer session. Supervisors are authorized to allow employees to take course work during their lunch hour, whenever possible (provided the course does not exceed the one

hour allotted for lunch, which should be taken between the hours of 11:00 a.m. – 2:00 p.m.).

Federal Financial Aid

FINANCIAL AID

The Financial Aid Department at Jackson State University coordinates all financial assistance offered to students. The fundamental purpose of the financial aid program is to make it possible for students to attend school who would normally be deprived of a post-secondary education.

Financial Aid is economic assistance available to help a student meet the difference between what they can afford to pay and what it will actually cost to attend Jackson State University. This economic assistance may be in the form of grants, loans, employment, scholarships, or a combination of any of these programs.

Students seeking federal financial assistance are required to complete the Free Application for Federal Student Aid (FAFSA). The priority deadline date for Jackson State University is April 15 of each year.

Free Application for Federal Student Aid (FAFSA) www.studentaid.gov (<http://www.studentaid.gov/>)

All aid is contingent upon admission; therefore, a student must apply for admission to the University. Federal Financial Aid Programs fall into one of three categories: grants, loans, and work-study.

Grants are financial aid that students do not have to pay back unless the student withdraws from school and owes a repayment. The type of grant available to some graduate students in educator preparation program is the Teacher Education Assistance for College and Higher Education Grant (TEACH).

The **Teacher Education Assistance for College and Higher Education Grant (TEACH)** provides up to \$4,000 a year in grant assistance if the student is completing or plans to complete coursework needed to begin a career in teaching.

As a condition for receiving a TEACH Grant, the student must sign an Agreement to Serve promising to teach full-time in a high-need field at a low-income school or educational service agency after completing the course of study for which the student received the grant.

If the student does not complete the teaching service obligation, the TEACH Grant will be converted to a Direct Unsubsidized Loan that must be repaid with interest charged from the date of each TEACH Grant disbursement.

For detailed information on this grant, visit www.studentaid.gov. (<http://www.studentaid.gov/>)

Loans

Loans are borrowed money that must be repaid with interest. The types of loans available are as follows:

1. Federal Direct Loans
2. Federal Plus Loans.

William D. Ford Federal Direct Loan Program

Federal Direct Loans (Subsidized and Unsubsidized) are low-interest loans made by the U. S. Department of Education to students enrolled at least half-time. Federal direct loan rates are updated October 1st of each

year. Please visit www.studentaid.gov (<http://www.studentaid.gov/>) for the most current interest rate.

The Federal Direct “Subsidized” Loan is based on financial need, but the Federal Direct “Unsubsidized” Loan is not. The Subsidized and Unsubsidized Federal Direct Loans combined cannot exceed loan maximums set by the Department of Education per academic year. The loan maximums for students are as follows:

Dependent Students:

- \$3,500 plus (\$2,000 unsubsidized) first year;
- \$4,500 plus (\$2,000 unsubsidized) second year, and;
- \$5,500 plus (\$2,000 unsubsidized) third or fourth year.

Independent Students:

- \$9,500 (No more than \$3,500 in subsidized) first year;
- \$10,500 (No more than \$4,500 in subsidized) second year, and;
- \$12,500 (No more than \$5,500 in subsidized) third or fourth year.

NOTE: Students enrolled in teacher certification or re-certification programs are considered the same as 5th-year undergraduate students, and may borrow up to the same limits as fourth-year students (Dependent or Independent).

Eligible loan amounts are determined by the Cost of Attendance minus Expected Family Contribution, and minus any other assistance the student may receive.

After the student graduates, leaves school, or drops below half time, they have six months before beginning repayment. This is called a “grace period” if it is a Subsidized Stafford Loan; they will not have to pay any principal or interest during that period. If the student has an Unsubsidized Direct Loan; they will be responsible for the interest from the time the loan is disbursed until the loan is paid in full.

Student Loan Entrance and Exit Interviews are required for all loan borrowers. Students may contact the Financial Aid Office for more information.

The **Federal Direct PLUS Loan** is a loan for the parent of a dependent child who is enrolled at least half-time. In addition, graduate or professional degree students may obtain PLUS Loans to help pay for their own education. This loan is made through the U. S. Department of Education. Credit checks are required. The yearly loan limit is the cost of attendance minus any estimated financial aid for which the student is eligible.

The **Direct PLUS Loan** interest rate updates on October 1st of each year. Please visit www.studentaid.gov (<http://www.studentaid.gov/>) for the most current information.

Verification Policies and Procedures

The Financial Aid Department conducts verification on all applicants selected for verification by the Department of Education edit checks.

Applicants selected for verification will be placed in one of the five verification groups. The verification group determines which items must be verified. The potential verification items are as follows:

- Adjusted Gross Income (AGI)
- U.S. Income Tax Paid
- Untaxed IRA Distributions
- Untaxed Pensions
- IRA Deductions and Payments
- Tax-Exempt Interest Income
- Education Credits
- Income Earned from Work
- Number in Household
- Number in College
- Supplemental Nutrition Assistance Program (SNAP-Food Stamps)
- Child Support Paid
- High School Completion Status
- Identity/Statement of Education Purpose

Applicants selected for verification must submit the required documents for the student, parents, and/ or spouse, if applicable, to the Financial Aid Office. The acceptable documentation for verification may be the following:

- IRS Tax Return Transcript for the appropriate tax year requested if the IRS Data Retrieval Tool was not used or could not be used, IRS Data Retrieval used but data changed after it was transferred from IRS, or other acceptable documentation (copy of tax return, W-2 form, Form 4868, signed statement, etc.) if applicable. IRS Data Retrieval may be used if IRS request fields) on the ISIR will have a value of "02" when the data is unchanged.
- A completed Verification Worksheet (dependent or independent) for one of the five verification groups with acceptable documentation. The verification worksheets are used to collect data such as household size, number in college, and other untaxed income and benefits non-tax file information, high school completion status, identity/ statement of educational purpose.

The information submitted on the FAFSA is compared with the information contained in the official documents submitted to complete verification (tax returns or other acceptable documents and verification worksheets). The verification process can take four to six weeks from the time all required documents are received.

NOTE: Verification documents requested by the Financial Aid Department must be submitted within sixty (60) days of the request. If the requested information is not received within the sixty (60) days, the application for financial assistance will not be processed until verification is completed.

CORRECTION PROCESS

Once all documents are received, corrections, if any are needed, will be made electronically. If the verification process results in a change in the expected family contribution (EFC), the student will receive an acknowledgment letter from the U.S. Department of Education with the corrected data. The student will also receive notification from the Financial Aid Office via their JSU web account. The electronic correction process takes 10-14 working days. Once the correction is received, the student will be awarded and notified.

Conflicting Information

Conflicting information must be resolved prior to disbursing federal student aid to students. If conflicting information is discovered after disbursing federal student aid, the discrepancies must still be resolved,

and the appropriate action must be taken based on specific program requirements. Conflicting information is separate and distinct from verification and must be resolved whether or not the student is selected for verification.

Referrals to the Office of the Inspector General of the Department of Education

The Financial Aid Department will refer to the Inspector General of the Department of Education any credible information indicating that an applicant for Title IV Program assistance may have engaged in fraud or other criminal misconduct in connection with his or her application.

Examples of this information are the following:

1. False claims of independent student status;
2. False claims of citizenship;
3. Use of false identities;
4. Forgery of signatures or certification;
5. False statements of income; and
6. Other illegal conduct involving the administration of Title IV Programs.

Recovery of Funds (Overpayments)

Jackson State University will make every effort to avoid overpayment of Federal funds to financial aid recipients. If a financial aid recipient receives an overpayment as a result of the verification process, the Financial Aid Department will eliminate the overpayment. The overpayment will be eliminated by adjusting subsequent financial aid payments during the award year or reimbursing the Federal Program account within sixty (60) days of the recipient's last day of attendance or the last day of the award year, whichever is earlier. **Applicants who owe a repayment of federal funds are not eligible to receive federal aid until the overpayment is paid in full.**

Standards for Satisfactory Academic Progress

Section 484 of the Higher Education Act (HEA), as amended, requires that a student maintains satisfactory progress in the course of study he or she is pursuing according to the standards and practices of the institution in which he or she is enrolled in order to receive aid under the student financial assistance programs authorized by Title IV of the HEA. These programs include the Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (SMART), Leveraging Education Assistance Partnership Program (LEAP), Federal Work-Study, Federal Perkins Loan, and the Federal Family Educational Loan Program.

Standards for Academic Progress

Graduate students must meet the Satisfactory Academic Progress Standard as set by Graduate Studies (adequate progress toward completion of degree requirements and cumulative GPA of 3.0 and above). Graduate students must complete a minimum percentage of hours attempted (grades of "F", "W" and "I" are counted as attempted; however, not as completed). Students have a two semester probationary period including the current semester enrolled. Failure to bring the cumulative GPA into compliance and or complete the required hours renders the student ineligible for financial aid and the student is denied Title IV assistance.

Maximum Time Frame

Financial aid eligibility is subject to the maximum time frame limits noted below:

Quantitative Standards

Students are expected to complete the requirements for degree within a reasonable time frame. Students must pass a minimum percentage of JSU courses attempted. For this standard students must pass 67% of hours attempted.

Financial Aid Warning

Students who fail to maintain the above standards at the end of the evaluation period (semester) will be placed on Financial Aid Warning and eligible for Title IV assistance for the subsequent payment period (semester).

Financial Aid Suspension

Students who fail to complete the required hours and maintain the required cumulative GPA for two consecutive semesters will be placed on Financial Aid Suspension. Students who fail to bring the cumulative GPA into compliance and/or complete the required hours, at this point, will be considered 18 as not maintaining Satisfactory Academic Progress (SAP) and will be ineligible for Title IV assistance.

Students placed on financial aid suspension may submit an appeal for reinstatement of aid due to mitigating circumstances that prevented them from maintaining Satisfactory Academic Progress (SAP).

Reinstatement of an Academic Suspension to attend the university does not reinstate financial aid.

Grades

All JSU credit hours attempted are included in the Satisfactory Academic Progress (SAP) calculation. Grades of "F", "W" (withdrawn), and "I" (incomplete) are not counted as hours completed; however, they are counted as hours attempted. Also, all repeated hours are counted as attempted hours. Passed hours may only be repeated ONCE for Title IV assistance.

Satisfactory Academic Progress (SAP) is measured at the end of each payment period (semester) including the summer term.

STUDENTS' ACADEMIC GRIEVANCE PROCEDURE

The objective of the Grievance Procedure is to create and sustain an academic environment that permits students to freely express concerns or reveal complaints about their education and the educational process and to have their concerns and complaints addressed swiftly and forthrightly. Students enrolled at Jackson State University may register a concern or complaint about any academic regulation, the instructional program, delivery of the program, grades received, the academic advisement system, or any other matter related to academic affairs, without any adverse action for expressing the concern or filing the complaint. Concerns and complaints will be received, explored or investigated, and responded to in a fair and timely fashion, though students should understand that the final response by the University may not always be the response that they prefer.

APPEAL PROCEDURES

Students who fail to maintain Satisfactory Academic Progress (SAP) and have been placed on financial aid suspension may submit an appeal due to mitigating circumstances for reinstatement of aid. The appeal must clearly explain what mitigating circumstances caused the student to fail the standards and what has changed that will allow the student to make Satisfactory Academic Progress (SAP) at the next evaluation. The appeal due to mitigating circumstances with supporting documentation must be submitted to the Financial Aid Office by the last published date of registration. The Financial Aid Appeals Committee will render a decision and the results will be posted to the student's JSU P.A.W.S. account and/or written notification approximately seven to ten days after the appeal is received.

Mitigating Circumstances

Mitigating circumstances are unforeseen, special or unusual/ traumatic conditions which cause undue hardship. These circumstances may include serious illness or injury relating to the student, death or serious illness of an immediate family member, significant traumatic occurrence that impaired emotional and/or physical health, or other documented circumstances.

Financial Aid Probation

Students will be placed on Financial Aid Probation for one payment period (semester) after a successful appeal. At the end of the probationary period (semester), the student must be making Satisfactory Academic Progress (SAP) or following an Academic Plan developed by the student's Academic Advisor that ensures the student can complete his educational program within a reasonable time frame.

Reinstatement

Reinstatement of Financial Aid will be based on the strength of the appeal statement, documentation received, and the academic record. Filing an appeal does not guarantee Financial Aid reinstatement. Financial aid will be reinstated for students who reestablish eligibility by maintaining the standards of Satisfactory Academic Progress (SAP).

The Financial Aid Office at Jackson State University does not discriminate against students on the basis of sex, handicap, race, color, religion or national origin, pursuant to the requirements of Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, and other applicable statutes.

Tuition and Fees

Fees are subject to change upon approval of the Board of Trustees of State Institutions of Higher Learning. The Tuition and Fee Sheet 2023 – 2024 (Fall, Spring, Summer) can be found here: <https://www.jsu.edu/finance/files/2022/06/FY-22-23-Fees-Sheet.pdf>.

Expenses

The matter of expenses while attending Jackson State University is of importance to every student. It is difficult, however, to give specific information about annual expenses, because they vary according to the nature of the curriculum, the place of residence (whether within Mississippi or outside), and the student's own habits and needs. It is the responsibility of the University to inform students of certain definite expenses they will have and of others that are likely to arise.

The information in this section concerning expenses and financial aid is applicable to all students enrolled at the University. The listing of fees or charges in this catalog does not constitute a contract between the

University and the student. Because of rapidly changing conditions, it may become necessary to alter a fee structure before the next edition of the catalog is published. As a condition of registration, each student will pay the fees in effect at the time of registration.

Full-Time Students

State resident students who register for 9.0-13.0 semester hours will pay a flat rate per semester. State resident students that register for more than 13.0 semester hours will pay the flat rate plus a prorated amount for each hour over 13.0 hours. In addition to the regular fees assessed graduate students, out-of-state students will pay an out-of-state fee.

Part-Time Students

A graduate student carrying fewer than 9 hours is considered part time. Part-time students are assessed tuition on a prorated amount per semester hour. Out-of-state students must pay, an additional prorated amount per semester hour.

Auditing Students

A person may audit a course at the University without being officially enrolled as a degree-seeking student. The student must, however, be eligible for admission to the University. A fee is charged per semester hour for each course, and no refund is made if the course is dropped at any time after registration.

Thesis and Dissertation Fees

Master's students completing a thesis are assessed a thesis fee. Doctoral students are assessed a dissertation fee.

Room Application, Deposit, and Reservation Fee Application Procedure

Each student interested in on-campus housing must complete an online housing application. The Housing Application is available via the student's Personal Access to Web Services (P.A.W.S.) Account, under the student tab for Housing. Students will select the "THD: JSU Housing Self-Service link to complete the housing process. Students applying for housing for the first time will be required to pay a housing processing fee before the application can be processed. Continuing students applying for housing will be required to pay a room reservation fee before the application can be processed. The application fee and room reservation fee are non-refundable. The amount of the current application fee will be communicated to applicants by the Housing and Residence Life Department.

Housing Application Fee

JSU Housing and Residence Life fees are assessed through the Housing Director (THD) Self-Service Portal. New and Transfer Students are required to pay a \$100.00 non-refundable housing application fee to reside on campus. This fee is valid for up to eight (8) semesters. New and Transfer Students can make all payments relative to housing on their JSU PAWS account via the THD: JSU Housing Self-Service portal.

Applications for student housing may also be obtained from the Housing Director (THD) Self-Service Portal. Completed applications must be accompanied by the required room reservation fee before a student is assigned housing. The Housing Director (THD) Self-Service Portal only accepts credit or debit cards for payments.

Housing Room Reservation Fee

JSU Housing and Residence Life fees are assessed through the Housing Director (THD) Self-Service Portal. Returning Students are required to pay a \$75.00 non-refundable room reservation fee each year, which serves as a confirmation fee for participation in the selection process for University housing for the following academic year. Additionally, the \$75.00 non-refundable room reservation fee must be paid by all continuing students who desire to reside on campus. The room reservation fee must be paid through the Housing Director (THD) Self-Service Portal. Students must be registered as full time before the room selection process and not have an outstanding balance.

Non-Resident Fee

Responsibility for registering as a non-resident student is placed on the student. If a student is in doubt as to his/her legal residence and questions the decision of the Admissions Office, the matter should be referred to the Registrar for a decision before registration or payment of fees. (See Residence Status of Applicants under the section on Admissions.)

Room and Board

Students in good standing who voluntarily withdraw from the University during the semester may receive an adjustment prorated on a weekly basis.

When students withdraw with seven or more days remaining in the room period and/or board period, they will receive adjustments at a rate calculated by dividing the charge for room and board by 14 weeks per semester. There will be no refund for fewer than seven days. When students withdraw with seven or more days remaining in the semester, please contact the appropriate office for a refund schedule.

Late Registration Fee

Any student who fails to complete registration by payment of all fees during the official registration period is charged a later registration fee of \$150.00.

Audit Fee

A fee of \$345.00 per hour will be charged to undergraduate students. Audit fees for courses taught on campus are the same as credit fees. Please note that fees are subject to change without prior notice.

JSU Virtual Interactive Technology, Books, and Educational Supplies (V.I.B.E.) Fee

The JSU V.I.B.E. program allows students to rent or purchase textbooks at a reduced cost of \$28.00 per Credit Hour. The charge is posted directly to students' JSU Bursar account along with tuition and fees (University fees). It can be paid along with their University charges using financial aid or methods of payment. This program aims to improve the overall success of students by ensuring that the required course materials are available on the first day of class. <https://www.jsu.edu/auxiliary/jsuvibe/>

Tuition Policy Adjustment

Tuition adjustments are based on the date that classes begin and the date a course(s) is dropped or on the date of withdrawal. Students withdrawing from the University before the close of a semester must complete an "Application for Withdrawal" form. This form can be picked

up in the University Academic Advisement Center, which is located on the second floor of the library.

Financial aid recipients who withdraw or drop a course may not receive a refund as a result of the tuition adjustment. The refund will be credited to the appropriate source of fee payment which includes the following:

- Federal Direct Loan;
- Federal Direct Plus (parent and grad);
- Federal Supplemental Educational Opportunity Grant;
- other Title IV aid;
- other federal sources; and
- state, private, or institutional aid.

Amount Refunded

Student Withdraws	University	Due to Appropriate Source
Start of Semester to week 2	0%	100%
After Week 2	100%	0%

Refund of Title IV Federal Financial Aid

The Higher Education Amendments of 1998 (HEA98) represent a major shift in the return of Title IV Federal Financial Aid when a student withdraws from the University. This change in policy went into effect at Jackson State University during the Fall 2000 semester. The policy governs all federal grant and loan programs (Pell, SEOG, and PLUS Loans), but does not include the Federal Work-Study Program.

In general, the new law assumes that a student “earns” approved/verified federal financial aid awards in proportion to the number of days in the term prior to the student’s complete withdrawal. If a student completely withdraws from the University during a term, the University must calculate, according to a specific formula, the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain, until the time that the student withdrew. If a student receives (or the University receives on the student’s behalf) more assistance than they earn, the unearned funds must be returned to the Department of Education or parent’s Federal PLUS Loans lenders. If a student’s charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds. Students who have not completed the verification process are ineligible to receive any financial aid.

Academic Regulations

Honor Code

I will be honest in all of my academic coursework and will not indulge in or tolerate the academic dishonesty of my counterparts or peers. I will not partake in any type of misconduct, misrepresentation, or immoral behavior that will harm, damage, or endanger any person, property or myself or reflect negatively against me or hinder my academic continuance. I will strive to achieve excellence and to complete degree requirements without hesitation. I am a valuable part of the Jackson State University family and proud of it.

Student Responsibility for Meeting Graduate Requirements

Each student should thoroughly study the **Graduate Catalog** and become completely familiar with the organization, policies, and regulations of the university. Failure to do this may result in serious mistakes for which the student shall be held fully responsible. Only the general academic regulations and requirements governing graduate programs are

presented in Orientation. Specific requirements pertaining to individual programs are outlined within the departmental section of the catalog. It is the student’s responsibility to keep current on information that may affect their matriculation in graduate school. Whenever a problem occurs, students should contact their major advisor, department chair, college dean, and/or the Graduate Dean’s office. Advisors endeavor to provide such assistance in a timely and accurate manner, **but meeting requirements for graduation is the responsibility of the student.**

ACADEMIC STANDING

A graduate student may be classified with the following academic standing categories:

- **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 on a 4.00 scale and is not on probation or subject to dismissal.
- **Placed on Warning.** A graduate student is placed on academic warning when the student’s cumulative grade point average is less than 3.00. The student may be removed from this status when the cumulative grade point average of 3.00 or better is achieved. A graduate student who is placed on warning may be restricted to enrollment which reflects less than full-time status.
- **Probation.** Failure to complete the required hours and maintain the above 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 Graduate Studies and/or the program in which enrolled.

A student may not remain in probationary status for longer than two semesters. When a student is placed on probation, they will be notified of the fact in writing and will have one semester to correct the deficiencies that led to this action. If, at the end of this period, all deficiencies have been removed, and no other circumstances warranting probation have developed in the interim, the student will be returned to good standing. If the deficiencies have not been corrected by the end of this period, the student may become subject to dismissal.

Probation may be initiated by the Graduate Dean or by the recommendation of the Graduate Advisor in the student’s major department, school, and college. A student may be placed on probation for one or more of the following reasons:

- Failure to maintain an adequate level of performance, as measured by GPA, course grades, and/or competencies.
- Failure on the departmental preliminary examinations or failure to stand for such exams in a timely manner.
- Failure to proceed to the comprehensive or qualifying exam within a reasonable period of time, relative to the maximum time limit of your specific program (i.e., eight (8) years for the master’s degree and ten (10) years for the doctoral degree).
- Failure to make adequate progress in meeting other stated program requirements (e.g., submission of an acceptable dissertation prospectus, passage of required language examinations, etc.).
- Failure to make adequate progress in thesis or dissertation research or writing, or in the independent study project.

Students on probationary status may not be admitted to examinations (Master’s Comprehensive or Doctoral Qualifying), nor advanced to Candidacy, nor receive a graduate fellowship, nor defend a dissertation, thesis or project, nor be eligible to receive a graduate degree.

- **Unsatisfactory Work and Dismissal from a Department or Program.** A graduate student whose academic performance is unsatisfactory may be requested to leave the program. The recommendation for dismissal must be made in writing by the advisor, stating specific examples of unsatisfactory work, and must follow a conference held between the student and the advisor. Dismissal may also be initiated by the Graduate Dean. Academic procedures for dismissal including notification of the Graduate Dean must be followed.

- Complaints unresolved by the instructor or for which the response is unacceptable must be described in writing by the student and submitted to the department chair.
- The chair properly logs and investigates the matter and provides a written response to the student within ten days.
- Issues that are still unresolved must be submitted by the student to the college dean.
- The dean provides the final written response within ten days, which may be done with committee input and/or in consultation with Academic Affairs.

Readmission after Dismissal

Students who are dismissed from their graduate program may be eligible to be readmitted. To be considered for readmission, 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 are required by 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 Division of Graduate Studies, which must be received before the student is permitted to register.

Change of Grade Policy

Grades submitted to the Office of the Registrar and Records by the instructor of record are final and official. A final grade is based on the instructor’s evaluation of course work completed as of the official end of the course. Final grades should not be changed as the result of the submission of additional work or the repeating of examinations after the official conclusion of the course for the purpose of improving the final grade. However, a course instructor may change a reported grade if the original was incorrectly assigned due to clerical or computational error, if the student has been successful in a grade appeal, or if a student meets the requirements for the removal of an incomplete grade (I-Incomplete grade). Grade corrections due to clerical or computational errors must be changed within 30 calendar days of its issuance. Grade changes resulting from a grade appeal must be changed within 30 calendar days of the conclusion of the appeal. Any grade changes made after the 30-calendar day period related to clerical or computational errors or a grade appeal must have the written approval of the Provost of Academic Affairs. Incomplete grades assigned in a Fall semester or Fall Intersession must be resolved and the final grade must be entered by the last day of classes of the next Spring semester. Incomplete grades assigned in a Spring semester, Spring intersession, or Summer semester must be resolved and the final grade must be entered by the last day of the next Fall semester.

Procedures

Classroom Concerns or Complaints (e.g., grades received; improper dismissals; unprofessional behavior):

- Student documents the concern or complaint in writing to the instructor.
- Instructor provides a written response to student’s concern or complaint (allowing up to five days if investigation is required).

Other Academic Concerns or Complaints (e.g., academic advisement or academic regulations):

- Student documents the concern or complaint in writing with the academic advisor.
- The advisor provides a written response (allow up to five days if an investigation is needed), or refers it to the appropriate official/body, e.g., Department Chair or Academic Standards Committee, for response within 20 days. The appropriate official/body returns the response to the advisor and the advisor returns it to the student.
- Unresolved concerns or complaints must be submitted in writing by the student to the Dean.
- Dean provides a written response within ten days, which may be done with committee input and/or in consultation with Academic Affairs.
- If the complaint remains, the student will submit it to the Provost and Vice President for Academic Affairs for a final response.

TRANSCRIPTS

A university transcript is a legal document. Transcript requests are made in writing and directed to the Office of the Registrar and Records. Transcripts may also be requested online at www.jsums.edu/registrar. (<http://www.jsums.edu/registrar/>) The transcript is a student’s complete and permanent academic record. It shows all undergraduate and/or graduate work completed, results, and degrees awarded at JSU. In addition, a summary of transfer credit is listed and detailed course work may be included. After the last enrollment period, transcript totals are shown. The Office of the Registrar and Records will not release transcripts received from other schools and colleges.

The current cost for each transcript is \$10.00. Checks or money orders should be made payable to Jackson State University. Transcripts can only be released for students having no outstanding financial obligations to the University.

GRADES AND QUALITY POINTS

Grade point averages are determined on a 4.00 scale. Students with cumulative grade point averages of 3.00 or better are in good academic standing. Those falling below the 3.00 average are placed on academic probation. Transfer grades are not counted in computing the Jackson State University grade point average.

A–Excellent	4 quality points per credit
B–Good	3 quality points per credit
C–Fair	2 quality points per credit

D–PooR	1 quality point per credit
F–Failure	0 quality points per credit
S–Satisfactory progress points per credit	4 quality
U–Unsatisfactory progress points per credit	0 quality
P–Passed	0 quality points
NP–Failure	0 quality points
IP–In Progress (Graduates only)	0 quality points
R–Repeated Course	0 quality points
I–Incomplete	0 quality points
W–Withdraw	0 quality points
AU–Audit, No Credit	0 quality points
NC–Non-punitive failing grade	0 quality points
PX–Pass equivalent of B, C, or D	0 quality points
• Administrative grade issues when 0 quality points, a drop, or withdrawal did not properly occur:	
Z–Grade Unknown	0 quality points

No more than two "C" grades can be counted toward degree requirements. A GPA of 3.00 must be maintained both overall and in the student's major area of concentration at the Master's level. Doctoral students should consult the department chair and academic college dean for specific requirements. Grades of "D", "F", "W"(withdrawn), and "I" (incomplete) do not count towards satisfactory academic progress; however, they are counted as attempted hours.

INCOMPLETES ("I" GRADES)

When special or unusual circumstances occur, the instructor may postpone assignment of the student's final grade in a course by use of an Incomplete grade (i.e., I grade). The I grade may be given only when: the student (a) has completed approximately seventy-five percent of the course requirement but is unable to complete the class work and/or take the final examination because of illness or another extraordinary reason; and (b) has completed work that is of a passing grade; and (c) in the instructor's judgment, can complete the required work without repeating the course.

Provided these conditions are met, the student may request an I grade. Upon the student's formal request, the instructor may elect to give an I grade to allow the student additional time to complete work missed due to extenuating circumstances, but such an I grade does not guarantee a passing grade in the course.

An I grade shall not be assigned in instances solely due to student's procrastination, poor performance, or outside circumstances not related to the student's course load or unexplained absences. An I grade shall not be assigned for thesis or dissertation hours. To assign an I grade, the course instructor submits an I grade for a given student during final grade submission and indicates the alternative grade (i.e., the grade that will be assigned should the course not be completed). If an I grade has not been changed by the last day of classes of the next semester (excluding

summer term), it automatically defaults to the alternative grade (or an F, if no alternative grade is indicated).

1. An I grade assigned in a Fall semester or Fall Intersession must be resolved by the last day of classes of the next Spring semester.
2. An I grade assigned in a Spring semester, Spring intersession, or Summer semester must be resolved by the last day of the next Fall semester.

Under extraordinary circumstances that may preclude a student from completion of course requirements during the allotted timeline, an extension of the timeframe for resolution of the I grade may be considered and/or permitted. The student must initiate the petition in writing with the appropriate documentation. This petition must be accompanied by a letter of justification from the instructor of record. The petition must be endorsed by the chairperson of the student's academic department and approved by the dean of the academic college before it is submitted to Academic Affairs. The approved extension will be on file with the student's department, academic college, the Division of Graduate Studies (for graduate students), Academic Affairs, and the Office of the Registrar and Records.

Unresolved I grades assigned to a student prior to Fall 2004 are considered permanent I grades. If a student has an extraordinary circumstance that precludes the student from completion of course requirements, the dean of the student's college may authorize that the I grade become permanent. Such unusual circumstances might include, but would not be limited to, withdrawal of the student from the university because of prolonged medical problems, or death or resignation of the faculty member.

W Authorized Withdrawal—indicates that a student has withdrawn from class during the first 25 days of classes where no basis for evaluation has been established.

AU Audit—indicates that a student registered on an audit basis for which no letter grade or credit hours are given. The course will be recorded on the transcript with the notation of "AU."

- Students are permitted to audit courses provided they have approval from their college dean and have been processed properly through the Office of the Registrar and Records.
- Auditors do not receive grades and are not required to participate in course examinations. Otherwise, conformity to regular classroom decorum is the same as that required for all students. Students choosing to audit courses must be admitted to the University, enroll in the courses using current registration procedures and pay the same tuition fee as regular enrollees. The course will appear on the student's transcript with the notation of "AU." Students may adjust audit status only during the scheduled dates for registration. The deadline for withdrawing from an audit course is the same as the withdrawal for other courses.

Time Limits

All master's and specialist students must complete their programs within eight years of starting coursework at Jackson State or elsewhere. Doctoral students must complete all degree requirements within ten years from the time of admission into a program.

Residency

For Master's and Specialist students, the residency is one semester; for doctoral students, it is one year.

ACADEMIC HONESTY

Students must be honest in all their endeavors of academic matriculation at Jackson State University. Cheating, plagiarism, or any other act of academic dishonesty will not be tolerated. In cases where evidence is sufficient to establish that a student cheated or was otherwise dishonest in completing a test, paper, report, etc., the penalty will range from repeating the assignment to expulsion from the University.

Procedures:

- The instructor discusses with the student any evidence of dishonesty with tests, assignments, or other requirements and the resulting consequences (e.g., based on documented sound evidence, the instructor may require the student to repeat the assignment, complete an alternate assignment, or record a reduced grade of "F" for the assignment; based on circumstantial evidence, the Instructor may talk with the student about the importance of honesty in the academic environment).
- The student is expected to accept established consequences for acts of dishonesty and hopefully, pledge to refrain from committing any further acts of dishonesty. In the face of circumstantial evidence, it is expected that the student will show the instructor respect in discussing the matter and come to understand the importance of avoiding the appearance of dishonesty.
- If the student disagrees with an instructor's charge of academic dishonesty and the subsequently imposed penalty, the student must make a written appeal to the department chair for relief.
- The chair, in consultation with appropriate individuals or through a committee structure, secures documentation of dishonesty, determines if the charge is valid and/or the penalty is reasonable, or if the evidence is suspect and the charge and penalty should be dropped. The chair submits a written response to the student within ten days.
- If the student disagrees with the chair's decision, the student will submit a written appeal to the college dean within ten days.
- The dean provides the final written response within ten days, which may be done with committee input and/or in consultation with the Vice President for Academic Affairs.
- Students who commit repeated acts of dishonesty may be referred to The Division of Student Life with a recommendation for suspension from the University.

NOTE: In any case of alleged academic dishonesty, the disciplinary process should be initiated within ten days and handled in a professional manner.

Unauthorized/ Illegal Web Use

Jackson State University allows and encourages the use of University owned computer resources. This use is a granted privilege, not a right. Student use must be in accordance with all applicable laws, policies, and standards regarding acceptable use. Areas of concern include, but are not limited to

- Discriminating or libelous statements.
- Copyright infringements ("illegal downloading").

- Obscene, offensive or threatening materials.
- Usage primarily for financial gain or compensation not related to JSU's mission.

Failure to comply with this policy may result in charges being brought within the University's judicial system and in the civil or criminal court system.

REGISTRATION

Students must be admitted officially and pay the fee assessed in order to complete courses at Jackson State University. Registration dates and instructions are shown in the University Calendar. Students are required to report on time for registration and to follow the registration schedule. Students who register late are charged a fee of \$150.00 in accordance with the date printed in the registration schedule. In no case is credit allowed for a course in which the student is not officially registered. Students are encouraged to register and pay fees during the registration period.

WITHDRAWAL FROM THE UNIVERSITY AND CLASS

A student is permitted to drop a course without academic penalty up to and including approved dates published on the Registrar's website at www.jsu.edu/registrar/ (<http://www.jsu.edu/registrar/>). After the deadline, a student may withdraw from a course with permission of the academic advisor at which time the student will receive a grade of "W". The withdraw grade ("W") will not lower the GPA, but may impact financial aid and an excessive record of withdrawals may reflect poorly on students' application for employment or graduate school.

A student completely withdrawing from the University prior to the deadline for dropping classes without academic penalty will not receive any grades. His or her record will reflect the date of the withdrawal. A student withdrawing after the deadline for dropping courses without academic penalty will receive a grade of "W". Any courses completed before the withdrawal is processed will be awarded grades on the official transcript.

A university transcript is a legal document that provides an accurate account of academic performance. Therefore, transcripts should only be altered if there is a compelling rationale for doing so.

SCHEDULE CHANGES (COURSE ADD/DROP)

The Academic Calendar specifies dates for students to add/drop courses. All students must contact their respective advisor to discuss and complete the Add/Drop form. Once the Add/Drop form is submitted within the timeframe indicated on the Academic Calendar, the requested approved changes will be processed by the respective advisor.

The following weeks/days are designated as Drop/Add:

- Fall & Spring (8 Weeks) – First week of class/5 Business Days
- Fall & Spring (16 Weeks) – First two weeks of classes/10 Business Days
- Intersessions – First three days of class/3 Business Days
- Summer (4 Weeks) – First week of class/5 Business Days
- Summer (8 Weeks) – First week of class/5 Business Days.

CLASS ATTENDANCE POLICY

Objective

To ensure that students attend all class sessions and activities, except in cases of extreme cause, to maximize their learning from the quality instructional experience afforded at the University.

Statement

Students at Jackson State University must fully commit themselves to their program of study. One hundred percent (100%) punctual class attendance is expected of all students in all scheduled classes and activities. Instructors keep attendance records and any absence for which a student does not provide written official excuse is counted as an unexcused absence. Students must understand that even with an official excuse of absence, they are responsible for the work required during their absence.

Remaining on a Course Roster

To remain on a course roster beyond the attendance purge date, students have to demonstrate that they are participating and academically engaged in their courses. Academic engagement, as defined by the U.S. Department of Education, is active participation by a student in an instructional activity related to the student's course of study that includes, but is not limited to:

- Attending (physically or online) asynchronous class, lecture, recitation, or field/laboratory activity where there is an opportunity for interaction between the instructor and students
- Submitting an academic assignment
- Taking an assessment or exam
- Participating in a tutorial, webinar, or other computer-assisted instruction that is interactive
- Participating in a study group, group project, or online discussion assigned by the institution
- Interacting with an instructor about academic matters

Academic engagement is not:

- Logging on to an online class or tutorial without further participation
- Emailing the instructor with a promise to participate and nothing more
- Utilizing university services such as housing, meal plan, counseling, advising, etc.

Within the first 10 calendar days of the semester, all instructors are required to track students' attendance and engagement in all courses. A student is considered as attending an online course (or the online portion of a face-to-face or hybrid course) by demonstrating participation in class or otherwise engaging in an academically related activity. To accurately report attendance, all instructors are required to incorporate at least one participation activity in each course within the first two weeks of the semester. Examples of such activities include but are not limited to:

- Contributing to an online discussion or text chat session
- Submitting an assignment or working draft; working through exercises
- Taking a quiz or exam
- Viewing and/or completing a tutorial
- Initiating contact with a faculty member to ask a course-related question.

Excused Absences

Students may be officially excused from class for attendance at University approved functions, provided the sponsor properly executes a Student Affairs Leave Form. Such excuses shall be accepted by the instructor. Students may also be officially excused by the Dean of their College or the Vice President for Student Affairs for certain campus activities.

Students requesting excuses for absences due to illness or other emergency situations will be issued a Request for an Excused Absence. The Request for an Excused Absence Form will be issued only after proper documentation stating the reason for non-attendance has been submitted and verified. (Proper documentation includes doctor's excuse, official court document, etc.).

Scheduled NCAA athletic competitions and related travel (but not practice) are considered authorized University-sponsored activities for which a student may be officially excused from class. Faculty members should not penalize student-athletes for missing classes due to conflicts with scheduled athletic contests or related travel. Required participation in athletic events which conflict with scheduled classes is verified by the Division of Athletics. Rosters listing students who are excused because of intercollegiate athletic competition are sent to faculty/staff indicating dates of competition/travel at least 24 hours in advance.

Neglecting attendance in classes or merely giving notice to instructors will not be considered as official notice of withdrawal. An unofficial withdrawal may result in failure in the course. Class changes that place a student below full-time status will unfavorably affect veteran subsistence, financial aid, and eligibility for other academic recognition.

Continuous Enrollment

Minimum registration for a graduate student to meet the continuous enrollment requirement is **one (1)** graduate credit a term. It is the student's responsibility to register for the appropriate number of credits **each semester** to meet departmental requirements.

Leave of Absence

Under special circumstances such as illness, family hardship or military service, a student who is a degree candidate may be given a leave of absence. Leaves of absence will be granted for one semester, or longer, as circumstances warrant. No leave is granted for more than one calendar year. To obtain a leave of absence:

1. The student writes a letter outlining in detail the reasons for requesting a leave. This letter should be addressed to the Chairperson of the student's major department.
2. The Chairperson will determine the appropriateness of giving the leave, adding his/her recommendation to the letter and forward it to the Graduate Dean.
3. After action by the Dean, the Division of Graduate Studies will notify the student, the department, and the Registrar (the latter only if the leave is granted) of the decision.

ACADEMIC ADVISEMENT

Jackson State University is committed to providing quality academic advising to all students utilizing a proactive and appreciative approach. Each student is required to contact their assigned academic advisor to obtain academic advisement prior to each registration period in addition to scheduling periodic conferences during the semester to discuss

academic programs planning and progress. A student must follow the curriculum of the catalog under which they entered the University.

Student Academic Advisement Responsibilities:

- Familiarize yourself with degree requirements
- Check JSU email often
- Comply with deadlines and policies
- Utilize tools and resources made available to you
- Seek advising frequently to avoid experiencing academic difficulties
- Maintain your own personal academic records, including transcripts, audits, evaluation of transfer work, and notes from previous advising session.

NOTE: Students who at any time are confused about academic requirements or their progress toward a degree are strongly encouraged to meet with their advisor.

Each graduate student pursuing a degree is assigned an advisor within the program in which the student is enrolled. The department chair, in consultation with the student, will appoint this advisor. NOTE: Students are only expected to register for courses that are listed in their admitted program of study. If the student in a degree program chooses to write a thesis or a project, a committee of at least three (3) graduate faculty members will be appointed to help direct the thesis or project. Students writing a dissertation, will be guided by a committee of five, chaired by the major advisor.

Enrollment of Undergraduate Seniors in Graduate Courses

A graduating senior who has an overall 3.00 or better grade point average and who lacks no more than nine semester credit hours for the completion of the baccalaureate degree may, with the approval of the Graduate Dean, register for a maximum of six (6) semester credit hours on the graduate level during the final undergraduate semester. No student may receive graduate credit for any course taken when the student has not formally applied for, and received admission to the Division of Graduate Studies. NOTE: Students should consult with the Office of Financial Aid concerning the enrollment in both undergraduate and graduate courses.

Approval of Research

IACUC Approval of Research

The Institutional Animal Care and Use Committee (IACUC), as mandated by federal law, oversee the institution's compliance with all aspects of the institution's animal care and use program. The IACUC is responsible for reviewing all animal care applications using vertebrate animals, inspecting animal facilities and investigator laboratories, investigating animal concerns, and overseeing educational and training programs. The IACUC assures that animal research conducted at the Jackson State University remains in full compliance with institutional policies, federal, state and local regulations. Contact the IACUC Office if you have any questions regarding protocol application submission and approval at (601) 979-2589/3664. IACUC approval is valid for 12 months.

IRB Approval of Research

The role of the Institutional Review Board (IRB) is to review all the proposed research involving human subjects and to ensure that subjects are treated ethically and that their rights and welfare are adequately protected. The IRB process is administered through

the Research Compliance Unit. Investigators and student researchers are not allowed to solicit human subject participation or begin data collection prior to receiving IRB approval in writing. Contact the IRB Office if you have any questions regarding protocol for application submission and approval at (601) 979-4197. IRB approval is valid for 12 months.

Institutional Biosafety Committee (IBC)

The Jackson State University Institutional Biosafety Committee (IBC) has the charge of reviewing and approving recombinant DNA research and biohazard projects. All recombinant DNA research at JSU, regardless of funding source, must be conducted in accordance with the NIH Guidelines for Research Involving Recombinant DNA Molecules and the use of infectious micro-organisms in research, teaching and the handling of infectious waste disposal. The Biosafety website serves as a helpful reference and guide to facilitate compliance with Biosafety related practices, institutional policies, and governmental regulations. All questions pertaining to Biosafety should be directed to Research Compliance at (601) 979-2859.

Candidacy and Graduation Requirements

Students should consult with department chairs or academic dean for specific departmental, school and college requirements.

Master's Degree

Admission to Candidacy

When approximately 12-15 semester hours have been completed the student should make application for advancement to candidacy. Please note that students cannot be advanced to candidacy until:

1. All admission requirements have been met.
2. Notification of the program option the student is electing, or that is required.
3. All incompletes ("I" grades) have been removed.
4. Earned a 3.00 cumulative G. P. A.
5. Registered for Graduate Degree Candidacy with the approval of the Candidacy Committee in his major department.
6. A minimum of 30 required hours of course work (please check with your individual program).

Examinations

Each graduate student who intends to earn a master's degree at Jackson State University must successfully pass qualifying, comprehensive or final examinations or a combination of these. The content and methods of conducting these examinations are the responsibility of the college, school or department.

Graduate Record Examination (GRE)

Candidates for degrees at Jackson State University may be required to take the Aptitude Test and may be required to take the Advanced Test in their field of specialization. Information with regard to dates and fees may be secured from the JSU Testing Center (www.jsu.edu/dta) or from the:

Educational Testing Service
20 Nassau Street
Princeton, New Jersey 08540
(www.ets.org) (<http://www.ets.org>).

Students should consult with the department chair for specific departmental requirements.

Graduate Area Comprehensive Examination, (GACE)

Each graduate student who intends to become a candidate for the master's degree at Jackson State University should take a written comprehensive examination in the student area of specialization after completing 24 semester hours of graduate credit with a cumulative average of "B" or better in courses completed.

No student may appear for the comprehensive examination until the Dean of Graduate Studies has declared him eligible for the examination. The student must be registered for at least one credit hour in the semester in which the examination will be taken. An audited course will not meet this requirement.

The Graduate Area Comprehensive Examination may be given three times a year, once in each semester. The Dean of Graduate Studies will set the date. A student may be permitted to take the Comprehensive Examination twice if the student fails the second time, the student must petition the Academic College Dean or designee for permission to take the examination the third time. The student should register with the assigned adviser or department chair to take this examination in the last semester or summer session of course work.

If the student fails the written examination, the program has the option of administering an oral examination as an immediate second chance attempt to pass the examination. The oral examination must be administered in the same semester the written comprehensive examination is given. Results should be reported to the Division of Graduate Studies within 2 weeks of the examination.

Final Oral Examination

The Final Oral Examination is administered by a committee of at least three graduate faculty to students who write theses. This examination is based chiefly on the candidate's thesis and its relationship to the general field of education. No student is admitted to the oral examination unless he/ she has satisfied all previous requirements. This examination can be taken only after the thesis is in final form ready for final approval, and no earlier than the final term or semester of the candidate's program. Students who fail their oral examination may petition the Academic College Dean or designee for a second examination after an interval of six months has elapsed.

Special Departmental Examinations

Students should consult with department chair or academic college dean or designee.

Graduation Requirements

Minimum requirements for all master's degree students are listed below:

1. Notification of the program option the student is electing, or that is required (thesis, project or extra hours).
2. Completion of the required semester hours of coursework with a "B" average (3.00 GPA).
3. Completion of all departmental requirements.
4. Completion of the Graduation clearance process.

Program Options

Degree programs vary in requiring a thesis, project, or additional coursework. It is the responsibility of the student to be knowledgeable of all departmental requirements. Students are strongly encouraged to consult with their departmental graduate adviser.

Thesis – (6 hours) The candidate electing to write a thesis will select a problem area of interest within his major field. The thesis will be directed by the student's major adviser, with the approval of the student's thesis committee. There is a two (2) year limit on completing the thesis, calculated from the date the student passed the Graduate Comprehensive Examination. From the time the Graduate Comprehensive Examination is taken a student is required to be in continuous enrollment until the degree is earned within the two-year limitation.

Project – (3 hours) The term "Project" is broadly conceived: it may be an experiment, a review of research, an analysis and evaluation of some psychological, educational or vocational problem related to the student's work or some other type of independent study. The specific nature, procedure and requirements of the project are to be arranged by the candidate and his adviser with the approval of appropriate departmental faculty members or chairs. A minimum of 33 semester hours is required for this option. The results of the Project are to be reported in written form according to an acceptable stylistic format.

Additional Coursework – The student, in consultation with his/ her adviser will select at least two additional courses to extend, expand or supplement his area of specialization.

Specialist in Education

The Specialist in Education Degree is offered in some of the teaching fields in which Master's degrees are offered.

Admission to Candidacy

When approximately 12-15 semester hours have been completed the student should make application for advancement to candidacy. Please note that students cannot be advanced to candidacy until:

1. Supervisory committee is formed and proposal is approved.
2. G. P. A. earned is a 3.00 cumulative
3. All incompletes ("I" grades) have been removed.
4. All departmental requirements are completed.
5. Registered for Graduate Degree Candidacy with Graduate Studies.

Program Options

It is the responsibility of the student to be knowledgeable of all departmental requirements.

Examinations

Each graduate student who intends to earn a specialist degree at Jackson State University must successfully pass qualifying, comprehensive or final examinations or a combination of these. The content and methods of conducting these examinations are the responsibility of the college, school or department.

Graduate Record Examination, (GRE)

Candidates for degrees at Jackson State University may be required to take the Aptitude Test and may be required to take the Advanced Test in their field of specialization. Information with regard to dates and

fees may be secured from the JSU Testing Center (www.jsums.edu/dta) (<http://www.jsums.edu/dta/>) or by writing to:

Educational Testing Service
20 Nassau Street
Princeton, New Jersey 08540
(www.ets.org) (<https://www.ets.org>).

Students should consult with department chair for specific departmental requirements.

Graduate Area Comprehensive Examination (GACE)

Each graduate student who intends to become a candidate for the specialist degree at Jackson State University should take a written comprehensive examination in the student's area of specialization after completing all graduate program requirements with a cumulative average of "B" (3.00 GPA) or better in courses completed.

No student may appear for the comprehensive examination until after he/she has been declared eligible for the examination by the Dean of Graduate Studies. The student must be registered for at least one credit hour in the semester in which the examination will be taken. An audited course will not meet this requirement.

The Graduate Comprehensive Examination may be given three times a year, once in each semester. The date will be set by the Dean of Graduate Studies. A student may be permitted to take the Comprehensive Examination twice: if the student fails the second time, the student must petition the Academic College Dean or designee for permission to take the examination a third time. The student should register with the assigned adviser or department chair to take this examination in the last semester or summer session of course work.

If the student fails the written examination, the program has the option of administering an oral examination as an immediate second chance attempt to pass the examination. The oral examination must be administered in the same semester the written comprehensive examination is given. Results should be reported to the Division of Graduate Studies within 2 weeks of the examination.

Graduation Requirements

These are the basic requirements for the specialist degree:

1. Completion of the required course work with the required departmental cumulative GPA.
2. Comprehensive Examination, if required.
3. Completion of graduation clearance process.

Doctoral Degree

Admission to Candidacy

When eligibility has been established according to program requirements, the student should make application for advancement to candidacy. A student is eligible for candidacy when he has:

1. Achieved regular status
2. Earned a cumulative 3.00 GPA and the required departmental cumulative GPA.
3. All incompletes ("I" grades) have been removed.
4. Completion of all departmental requirements.

5. Filed or registered for Graduate Degree Candidacy with the approval of the Candidacy Committee in the major department.

Dissertations

All candidates must submit a dissertation based on independent and original research and must defend it in a formal, public forum. Policies and standards for establishing a dissertation committee, preparing and submitting the dissertation are outlined in "Guidelines for Preparing the Doctoral Dissertation" (available at www.jsums.edu/graduateschool) (<http://www.jsums.edu/graduateschool/>) and are supplemented by documents from Graduate Studies and individual departments. All procedures must be followed.

Doctoral Examinations

Every student must pass a group of comprehensive examinations (oral, written, or both) that covers the primary areas of the student's program. After passing these examinations, the student may advance to candidacy.

Examinations

Each graduate student who intends to earn a doctoral degree at Jackson State University must successfully pass qualifying, comprehensive or final examinations and/or a combination of these. The content and methods of conducting these examinations are the responsibility of the college, school, or department.

Graduate Record Examination, (GRE)

Candidates for degrees at Jackson State University may be required to take the Aptitude Test and may be required to take the Advanced Test in their field of specialization. Information with regard to dates and fees may be secured from the JSU Testing Center (www.jsums.edu/dta) (<http://www.jsums.edu/dta/>) or from the:

Educational Testing Service
20 Nassau Street
Princeton, New Jersey 08540
(www.ets.org) (<http://www.ets.org>).

Students should consult with the department chair for specific departmental requirements.

Graduate Area Comprehensive Examination, (GACE)

Each graduate student who intends to become a candidate for the doctoral degree at Jackson State University should take a written comprehensive examination in the student area of specialization after completing 80% of the graduate program with a cumulative average of "B" or better in courses completed.

No student may appear for the comprehensive examination until after he/she has been declared eligible for the examination by the Dean of Graduate Studies. The student must be registered for at least one credit hour in the semester in which the examination will be taken. An audited course will not meet this requirement.

The Graduate Comprehensive Examination may be given three times a year, once in each semester. The date will be set by the Graduate Dean. A student may be permitted to take the Comprehensive Examination twice: if the student fails the second time, the student must petition the Academic School Dean or designee for permission to take the examination the third time. The student should register with the assigned

adviser or department chair to take this examination in the last semester or summer session of course work.

If the student fails the written examination, the program has the option of administering an oral examination as an immediate second chance attempt to pass the examination. The oral examination must be administered in the same semester the written comprehensive examination is given. Results should be reported to the Division of Graduate Studies within 2 weeks of the examination.

Final Oral Examination

The Final Oral Examination is administered by a committee of graduate faculty to students who write dissertations. This examination is based chiefly on the candidate's dissertation and its relationship to the general field of education. No student is admitted to the oral examination unless he/ she has satisfied all previous requirements. This examination can be taken only after the thesis is in final form ready for final approval, and no earlier than the final term or semester of the candidate's program. Students who fail their oral examination may petition the Academic College Dean or designee for a second examination after an interval of six months has elapsed.

Graduation Requirements

These are the basic requirements for the doctoral degree:

1. A minimum of 42 required semester hours of course work (please check with your individual program).
2. Internship if required.
3. Comprehensive Examination
4. Defense of Dissertation
5. Completion of the graduation clearance process.

Chronological Summary of Steps Leading to the Doctoral Degree

1. Admission and Continuous Enrollment
2. Completion of coursework with the required GPA
3. Meet residency requirement
4. Internship (if required by program)
5. Comprehensive Examinations
6. Appointment of dissertation committee
7. Register, complete and defend dissertation
8. Apply for graduation
9. Dissertation publication, arranged through the Division of Library and Information Resources.
10. Granting of degree. Diploma issued by the Registrar.

Required Forms for Matriculation

The University/Graduate Studies uses several forms to assist in the advising process for graduate degree candidates. These forms may be obtained from departmental advisers or at www.jsums.edu/graduateschool/graduate-forms/ (<http://www.jsums.edu/graduateschool/graduate-forms/>). The forms, when properly executed, provide general directions for matriculation at the University. Each form must be completed under the direction of the student's adviser.

Degree Plan (Degree Audit). It contains principal program requirements, thereby serving as a checklist for the candidate. Submission to Graduate Studies is not required.

Application for Graduate Degree Candidacy. (Required) Register for degree candidacy after earning 12 semester hours (Masters and Specialist Degree) and the GECE requirement (Master) or 80% of required coursework (Doctoral) and only when all admission and departmental requirements have been met. The student also forms the committee for the dissertation, thesis or project at this time.

Committee Report of Defense Results. The "Committee Report of Defense Results" is completed upon the successful defense of the dissertation, thesis, or project before the student's committee. This form must be submitted prior to final "Clearance for Graduation".

Online Graduation Clearance. This process is to be completed by the published deadline and prior to Commencement. See <http://www.jsums.edu>, or access "Online Graduation Clearance" in the PAWS system.

Specific Degree Requirements

The specific requirements (admission, candidacy and graduate) for each degree are listed in the appropriate section of the catalog for the program, department, or school. The student should consult the major department or academic school for additional requirements.

Academic Records and Institutional Governance

General Philosophy on Academic Records

Jackson State University maintains a permanent academic record for each student enrolled. The Permanent Academic Record contains those grades received from course work completed at Jackson State University along with any transfer of courses and credits from any other accredited institution of higher learning that is used by JSU to fulfill the degree requirements. All records are confidential. Academic records are considered property of the University. Opportunities are provided for students to inspect and to control the release of information contained in their records in accordance with the Family Education Rights and Privacy Act (FERPA) of 1974. The purpose of FERPA is to afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from those records. The Act applies to all education records maintained by JSU that are directly related to a student. Records containing a student's name, social security number or other personally identifiable information are covered by FERPA.

The Retention and Disposal of Student Records: The Office of the Registrar and Records currently maintains academic records for students previously and currently enrolled. Academic records are stored on the mainframe computer located in the Office of Information Management with systems backup conducted nightly. Academic records that are not retrievable through computer access are stored on microfilm as well as a CD-ROM document imaging system located in the Registrar's Office. An additional copy of the microfilm, and CD-ROM disks are maintained at an off-site location, with duplicate copies of microfiche being stored in a steel vault located in the Office of Information Management. Once the information contained in the academic record has been electronically reproduced, the hardcopy document may be destroyed. However, the contents of those records can be reproduced at such time that the student requests personal examination or disclosure of the academic record be forwarded to another institution of higher learning, a potential or present employer, or any person or persons

so designated by the student. The student must make a written request to have the academic record released. The academic record is generated and printed on transcript security paper that prevents duplicating or printing an official copy outside the Office of the Registrar and Records.

To file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA should be done with

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605

Transcripts

Transcript requests are made electronically or in writing and directed to the Office of the Registrar and Records. Transcripts may also be requested online at www.jsums.edu (<http://www.jsums.edu>). The transcript is a student's complete and permanent academic record. It shows all undergraduate and/or graduate work completed, results, and degrees awarded at JSU. In addition, a summary of transfer credit is listed and detailed course work may be included. After the last enrollment period, transcript totals are shown. The Office of the Registrar and Records will not release transcripts received from other schools and colleges.

The current cost for each transcript is \$7.50. Checks or money orders should be made payable to Jackson State University. Transcripts can only be released for students having no outstanding financial obligations to the University. Transcripts are also held if the student has incomplete admissions files. Fees are not refunded under any circumstance.

Name and Address Change

A student who has had a change in name after his/her last registration must provide the University with the appropriate documentation that substantiates the legal name change. This must be submitted to the Office of the Registrar and Records prior to the student's next registration. Registration under a name different from that used in the student's last enrollment cannot be accomplished without appropriate documentation, which becomes a part of the student's permanent file. All grade reports and transcripts are issued under the student's legal name as recorded in the Office of the Registrar and Records.

A student who has had a change of address after his/her last registration must provide the University the new address by completing the appropriate form. This form may be secured from the Office of the Registrar and Records. All transcripts will be mailed to the location of the new address.

Student Participation in Institutional Governance

As constituents of the university community, students are free, individually and collectively, to express their own position on institutional policies and on matters of general interest and on matters of general interest to the student body. The Graduate Student Association (GSA) is the primary forum for graduate student representation and provides a channel for communication among graduate students at Jackson State University. The organization serves as a vehicle for students to participate in the formulation of university policies directly

affecting them. Students also may participate in the decision-making process through active membership on ad hoc and standing committees as specified in the University's policies on committee structure.

Contact the Graduate Studies office for membership information or additional information on the Graduate Student Association, by phone, (601) 979-4322, or by e-mail, gadmapp1@jsums.edu.

Public Safety (Campus Police)

The Public Safety Department is responsible for the general welfare, protection, and security of the students and faculty of the University. In this respect, it is particularly concerned with the following responsibilities:

1. the enforcement of campus regulations governing the parking of automobiles and traffic violations;
2. the maintenance of sound security measures of properties belonging to the University; and
3. the enforcement of rules governing standards of conduct. For more information, contact (601) 979-2580.

Student Health Services Center

The JSU Student Health Services Center provides therapeutic and preventive care and a variety of outpatient medical services for the care of acute and sub-acute conditions, illnesses, and injuries for Jackson State University students, faculty, and staff. The Student Health Center provides information on active health promotion, health protection, and disease prevention services in the physical, mental, and emotional areas. Student insurance information can also be obtained in the Health Center.

All enrolled students are required to have an up-to-date immunization record on file with the Student Health Center.

Proof of Immunization Requirement

1. Measles, Mumps, and Rubella
Proof of immunization of measles, mumps, and rubella is required (two doses of the MMR vaccine) of all students, unless exempt because of
 - a. actual or suspected pregnancy (measles or rubella vaccines are not required for females who are pregnant; if pregnancy is suspected, a valid certificate of medical exception from a health provider is required until pregnancy is resolved),
 - b. medical contraindication, or
 - c. birth prior to 1957.
 Temporary waivers may be granted for students enrolled in distance learning courses and/ or programs where their time on campus is limited to a minimum number of hours as determined by the admitting IHL institution.
2. Hepatitis B
Proof of hepatitis B vaccination is required for students who are involved in health education programs that cause them to be potentially exposed to blood or other bodily fluids.
3. Tuberculosis
Proof of test screening for tuberculosis by chest x-ray is required for all international students.

The Center is located adjacent to Dixon Hall and is open Monday-Friday from 8:00 a.m. to 5:00 p.m. For more information, call 601-979-2260. A night and weekend on-call schedule address "after hour" emergencies. If a student becomes ill or injured after clinic hours, he or she must

immediately contact residential hall personnel or the JSU Department of Public Safety at 601-979-2580.

Veteran and Military Student Support Center

The mission of the Veteran and Military Student Center is to improve and enhance the success of student veterans, service members, and dependents eligible for benefits through the U.S. Department of Veterans Affairs. The Center supports the Division of Student Life through the development and implementation of outreach programs designed to provide student support services focused on the special needs and requirements of today's military student.

Services provided to veterans, service-members, dependents, and survivors (VSDS):

1. Advise prospective VSDS students on the admission process.
2. Assist VSDS students with their military education benefits (G.I. Bill, Federal Tuition Assistance/FTA, State Education Assistance Program/SEAP)
3. Offer counseling support services to VSDS students through the Latasha Norman Center for Counseling & Disability Services.
4. Provide academic support services to VSDS students between departmental units on campus.
5. Provide outreach to the VSDS population throughout Mississippi and assist with JSU Admissions.
6. Serve as a liaison between the veteran student community, the University, and Veterans Affairs.

The Veteran and Military Student Support Center is located in the Jacob Reddix Building, 3rd Floor, Suite 302, and is open 8:00 a.m.-5:00 p.m. For information, email jsuveterans@jsums.edu or call 601-979-1365 or 601-979-1755 or visit www.jsums.edu/studentlife/veteran-student-services-program (<http://www.jsums.edu/studentlife/veteran-student-services-program/>).

Student Resources and Regulations

Disabilities Services/Americans with Disabilities Act (ADA) Compliance

Disability Services/ADA Compliance is committed to coordinating reasonable services and accommodations to JSU students and staff as well as other external constituents with disabilities. Special emphasis is given to accessibility and inclusion when meeting the needs of all of our students, employees, and visitors. Any student, employee, or campus visitor who has been diagnosed with a disability is eligible for his/her disability by presenting documentation applicably showing the disability and need for academic adjustment, auxiliary aid, and other services.

For additional information, please contact Support Services for Students and Employees with Disabilities at 601-979-3704, or email us at adaservices@jsums.edu. The office is located on the second floor of the JSU Student Center, Suite 2110.

I.D. Center

It is the policy of Jackson State University that all students, faculty, and staff must obtain and carry an official JSU identification card (I.D.). The identification card provides students, faculty, and staff access to dining facilities, athletics, athletic events, residence halls, and the library. Cardholders who participate in the declining balance program

for students and inclining payroll deductible program for faculty and staff may make purchases in Student Dining, the Convenience Store, the Deli, Cash Dining, Bookstore, Health Center, Laundry, Publications, and vending machines as well as outside participating restaurants and fuel vendors. The identification card is the property of Jackson State University; it is intended for current JSU students, faculty, staff, and guest only and must be returned upon request. This card is nontransferable. No fee will be charged for the original issuance of an I.D. Card. However, the replacement of a lost, stolen, or damaged card is the cardholder's responsibility. The cardholder is also responsible for safeguarding his/her I.D. card. The I.D. Center is located directly behind Jacob L. Reddix Hall. Office hours are from 8:00 a.m. to 5:00 p.m. on weekdays.

Residence Requirements

Jackson State University applies the definitions and conditions as required by the State of Mississippi in the classification of students as residents or non-residents for the assessment of fees. Initial residency classification of an applicant for admission is determined at the time of admission. The University holds the student responsible for knowing and registering under their correct residential status. A student who willfully registers their status incorrectly will be subject to disciplinary action or dismissal and required to pay the fees they would have otherwise been required to pay. The following classifications will apply:

1. Residence of a Minor

For purposes of determining whether a minor pay out-of-state or in-state tuition for attendance at the University, the residence of a person less than 21 years of age is that of the father, the mother or a general guardian duly appointed by a general guardian duly appointed by a proper court in Mississippi. If a court has granted custody of the minor to one parent, the residence of the minor is that of the parent who was granted custody by the court. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death, unless the minor lives with a general guardian duly appointed by a proper court of Mississippi, in which case his/her residence becomes that of the guardian. A minor student who, upon registration at a Mississippi institution of higher learning or community college, presents a transcript demonstrating graduation from a Mississippi secondary school and who has been a secondary school student in Mississippi for not less than the final four years of secondary school attendance shall not be required to pay out-of-state tuition. This policy shall not apply to the residence of a person as it relates to residency for voter registration or voting.

2. Residence of an Adult

The residence of an adult is that place where he/she is domiciled, that is, the place where he/she actually physically resides with the intention of remaining there indefinitely or of returning there permanently when temporarily absent.

3. Removal of Parents from Mississippi

If the parents of a minor who is enrolled as a student at the University move their legal residence from the State of Mississippi, the minor shall be immediately classified as a nonresident student; such a change in classification shall not affect the tuition to be charged upon completion of the semester in which the move takes place.

4. Residence Required

No student may be admitted to the University as a resident of Mississippi unless his/her residence, as defined herein above, has been in the State of Mississippi for a continuous period of at least 12 months preceding his/her admission.

5. Residency Petitions

Non-residents may petition the University for a change of residency classification. A person who enters the state of Mississippi from another state and enters a system institution is considered a non-resident unless the person meets the residency requirements set out in subsection A. Provided, however, that any person who has attained 21 years of age and has thereafter actually established residency as defined within subsection A above and resided within the state of Mississippi for 12 consecutive months after attaining 21 years of age upon sworn affidavit and other representation, may petition the particular institution for a change in residency classification for the purposes of fees and tuition assessment. The institution may make a reasonable inquiry into the validity of the petitioner's claim. Such petition for change of residency must be made on or before the last day a student may register at the particular institution without penalty.

6. Legal Residence of a Married Person

A married person may claim the residence status of his or her spouse, or he or she may claim independent residence status under the same regulations set forth above as any other adult.

7. Children of Faculty or Staff

Children of parents who are members of the faculty or staff of the University may be classified as residents for the purpose of attendance at the institution where their parents are faculty or staff members.

8. Active Duty Station in Mississippi

Members of the United States Armed Forces on extended active duty and stationed within the State of Mississippi and members of the Mississippi National Guard may be classified as residents, for the purpose of attendance at the University. Resident status of such military personnel, who are not legal residents of Mississippi shall terminate upon their reassignment for duty in the continental United States outside the State of Mississippi.

a. Spouse or Child of Military Personnel

Resident status of a spouse or child of a member of the Armed Forces of the United States on extended active duty shall be that of the military spouse or parent for the purpose of attending the University during the time that their military spouse or parent is stationed within the State of Mississippi and shall be continued through the time that the military spouse or parent is stationed in an overseas area with last duty assignment within the State of Mississippi, excepting temporary training assignments en-route from Mississippi. Resident status of a minor child terminates upon reassignment under Permanent Change of Station Orders of the military parent for duty in the continental United States outside the State of Mississippi, excepting temporary training assignments en-route from Mississippi, and except that children of members of the Armed Forces who attain Mississippi residency in accordance with the above provisions, who begin and complete their senior year of high school in Mississippi, and who enroll full time at the University to begin studies in the fall after their graduation from high school, maintain their residency status so long as they remain enrolled as a student in good standing at the University. Enrollment during summer school is not required to maintain such resident status. The spouse or child of a member of the Armed Forces of the United States who dies or is killed is entitled to pay the resident tuition fee if the spouse or child becomes a resident of Mississippi. If a member of the Armed Forces of the United States is stationed outside Mississippi and the member's spouse or child establishes residence in Mississippi and registers with the University, the University shall permit the spouse or

child to pay the tuition, fees and other charges provided for Mississippi residents without regard to the length of time that the spouse or child has resided in Mississippi.

A member of the Armed Forces of the United States or the child or spouse of a member of the Armed Forces of the United States who is entitled to pay tuition and fees at the rate provided for Mississippi residents under another provision of this section while enrolled in a degree or certificate program is entitled to pay tuition and fees at the rate provided for Mississippi residents in any subsequent term or semester while the person is continuously enrolled in the same degree or certificate program. A student may withdraw or may choose not to re-enroll for no more than one (1) semester or term while pursuing a degree or certificate without losing resident status only if that student provides sufficient documentation by a physician that the student has a medical condition that requires withdrawal or non enrollment. For purposes of this subsection, a person is not required to enroll in a summer term to remain continuously enrolled in a degree or certificate program. The person's eligibility to pay tuition and fees at the rate provided for Mississippi residents under this subsection does not terminate because the person is no longer a member of the Armed Forces of the United States or the child or spouse of a member of the Armed Forces of the United States.

b. Certification of Residence of Military Personnel

A military person on active duty stationed in Mississippi who wishes to avail himself/herself or his/her dependents of the provisions of (A) **active duty station in Mississippi** must submit a certificate from his/her military organization showing the name of the military member; the name of the dependent, if for a dependent; the name of the organization of assignment and its address (may be in the letterhead); that the military member will be on active duty stationed in Mississippi on the date of registration at the University; that the military member is not on transfer orders; and the signature of the commanding officer, the adjutant, or the personnel officer of the unit of assignment with signer's rank and title. A military certificate must be presented to the registrar of the University each semester at (or within 10 days prior to) registration each semester for the provisions of the (A) **active duty station** in Mississippi to be effective.