



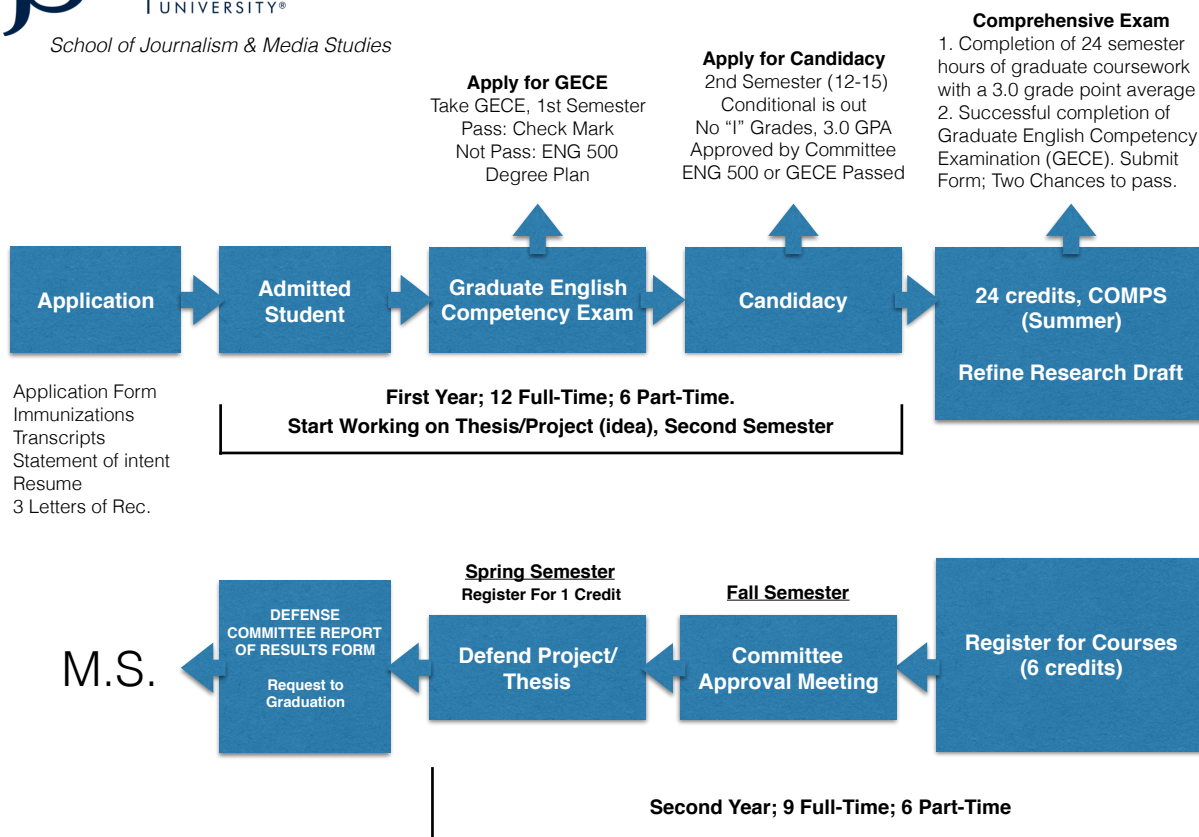
School of Journalism and Media Studies
Masters Degree, Mass Communications

Standard Operating Procedure
Fall 2016

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PATH TO GRADUATION



DEGREE PLAN

All students pursuing a Masters Degree in Mass Communication must complete the degree plan with the program's graduate coordinator during his/her first academia year. It is imperative for graduate students to fill out the Degree Plan Form as it assists students to keep track of their academic progress at Jackson State University.

DEGREE PLAN FORM

Full Legal Name: _____

JSU ID: J: _____

Current Address: _____

City, State, Zip: _____

E-mail Address: _____

Home Phone: _____

Work Phone: _____

Degree: _____

Major: _____

Section I. COMPLETE LISTING OF COURSES REQUIRED IN DEGREE PROGRAM

Dept	No	Title	Sem. Hrs.	Grade	Semester
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Note: If additional space is needed, please print out a second page.

Please attach the "Request Transfer Credit" Form and an official transcript from the institution(s) concerned to support this request. (If the "Request for Transfer of Credit" is not attached, this form will be returned).

Dept	No	Title	Sem. Hrs.	Grade	Semester
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TOTAL HOURS REQUIRED FOR DEGREE PROGRAM: _____

Signature of Student: _____ Date: _____

Section II. Acceptance by Department/Program and College

(Please attach a current "Degree Evaluation".)

We have reviewed the requirements of the department/program and the Division of Graduate Studies and recommend the acceptance of this degree plan. (Please sign and date).

Major Advisor: _____.

Department Chair/ Program Director: _____.

Academic College Dean: _____.

Section III. For the Division of Graduate Studies: A copy of this form may be sent to the Division of Graduate after approval by the Academic College/School Dean.

APPLICATION FOR THE GRADUATE ENGLISH COMPETENCY EXAMINATION

To be completed during Student's 1st Year

Please take the following steps to complete the Graduate English Competency Examination Application:

1. Fill out the application form, placing the date of the examination on the form. The date is listed on the Official Graduate Calendar. (FA, 2016 = October 15th).
2. Take the form to the Business Office and pay the testing fee which covers the cost of the examination.
3. Return the form to the Graduate School along with a copy of the cashier receipt received from the Business Office.
4. The deadline for submitting applications to the Graduate School is on or before the deadline date specified in the Graduate Calendar. (FA, 2016 = September 29th).
5. Be on time to take the examination. Please note that the **Graduate English Competency Examination is an entrance examination and should be taken no later than the first year of enrollment.**

GRADUATE ENGLISH COMPETENCY EXAMINATION FORM

Name: _____

Student ID #: _____

Address: _____

Street # and Name: _____

City: _____

State: _____

Zip Code: _____

Email Address: _____

**Testing Information will be sent to this address*

Major: _____

Advisor: _____

*Desired Examination Date: _____

Advisor's Signature _____

Student's Signature

Date _____

Cashier

*If you do not take the examination on the date indicated on this form, you MUST re-apply to take it at a subsequent date.

APPLICATION FOR GRADUATE DEGREE CANDIDACY

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

- All admission requirements have been met.
- All incomplete grades ("I" grades) have been removed.
- Application for Candidacy approved by your departmental committee.
- The Graduate English Competency Examination has been passed, or ENG 500 completed with a grade of "B" or higher ([Click here for an application](#))
- Overall GPA is 3.00 or higher.

APPLICATION FOR GRADUATE SCHOOL CANDIDACY FORM

Section 1. To be completed by the student. Complete the "typed" section prior to printing and obtaining the required signatures.

Name: _____

JSU ID No. J: _____

Street, Apt. No: _____

City, State, Zip: _____

Home/Cell Telephone: _____

E-mail: _____

Expected Date of Graduation: Year: _____ Semester: _____

1. Degree: _____ Major: _____

2. Graduate English Competency Examination: _____ List Semester: _____

3. Program Option Selected: _____

Note: The Committee may be formed at a later date. Omit Section 2 and complete the "Committee Approval Form".

Signature of Student/Date: _____/_____

Title: _____

Section 2. Committee Approval: We have read this proposal for significance, methodology, sources of data, compliance with IRB/IACUC regulations and recommend its acceptance. We agree to serve on this committee in accordance with the policies of the department/program, college, and Division of Graduate Studies.

Signatures

Committee Chair/Date _____

Name Typed: _____

Committee Member/Date _____

Name Typed: _____

Committee Member/Date _____

Name Typed: _____

External Committee Member/Date _____

Name Typed: _____

Section 3. Certification and Recommendation of the Department/Program and College.

We have examined the entire graduate record of the student named above. The required grade point average (GPA) of the department/program has been maintained. The requirements of the department/program, school, college and the Division of Graduate Studies for Candidacy have been met. (Please attach a current Degree Evaluation).

We recommend that this student be admitted to candidacy for the degree indicated. (Please sign and date).

Major
Advisor: _____ / _____

Graduate
Program Director: _____ / _____
Department

Chair: _____ / _____
Academic

School Dean: _____ / _____

Section 4. Accepted for the Graduate Council.

Graduate Dean: _____ / _____

GRADUATE AREA COMPREHENSIVE EXAMINATION

ELIGIBILITY:

Master-level

1. Completion of 24 semester hours of graduate coursework with a 3.0 grade point average
2. Successful completion of Graduate English Competency Examination (GECE)

CONDITIONS:

1. Students may not appear for the comprehensive examination until the Dean of the Division of Graduate Studies declares them eligible.
2. Additionally, students must be registered for at least one credit hour in the semester in which the examination will be taken.
3. Audited courses will not meet this requirement. The Graduate Comprehensive Examination is generally dates are set three times a year, Fall, Spring and Summer by the Dean of the Division of Graduate Studies.
4. Students are permitted to take the Comprehensive Examination a maximum of two (2) times: if the student fails the second time, the student must petition the Academic School Dean for permission to take the examination the third time. Once permission is granted, students then register with the assigned advisor or department chair to take this examination.

Students should consult with department chairs or academic dean for specific departmental school and college requirements and number of examinations offered per year.

PROCEDURES:

1. Students must pick up an application in the Division of Graduate Studies or their respective Department.
2. The student completes the application (Next Section) and meets with their advisor for review and approval.
3. Prior to approval, the advisor must verify that all requirements specified have been completed.
4. The advisor signs the application granting approval for the student to take the comprehensive examination.
5. The Department Chair signs the form granting departmental approval of the student to take the comprehensive examination.
6. **The student brings the approved application to the Division of Graduate Studies** (not to the department) by the deadline specified in the Graduate Calendar.

7. Students who miss the deadline for their desired examination date must wait to take the examination on the next scheduled date.
8. The Division of Graduate Studies will complete the Comprehensive Examination Roster and mail notification to all qualified applicants and their departments as least five (5) days prior to each scheduled testing date.
9. Students should consult with advisor or department chair for the specific location and time for the examination.
10. Students may **NOT** take the examination as a walk-in.

APPLICATION FOR GRADUATE AREA COMPREHENSIVE EXAMINATION FORM

Directions: Please complete Part I and have your advisor and department chair approve your application by affixing his/her signature to it. Return the completed application to the Division of Graduate Studies on or before the deadline date specified in the Graduate Calendar. Use this opportunity to confer with your advisor about the content of your examination which should be individualized, personalized, and based upon your course of study.

Part I. To be completed by the student.

Name: _____

JSU Id No. J: _____

Address: _____

City/State/Zip: _____

Telephone: _____

E-Mail: _____

Advisor: _____

Hours earned: _____

Times this examination taken: _____

Current Level (CIRCLE ONE): Doctoral Specialist Masters

Major: _____

Desired Examination Date*: _____

**If you fail to take the examination on this date, you MUST RE-APPLY by the deadline to take it on a subsequent test date.*

Signature: _____

Date: _____

Part II. To be completed by the advisor.

The advisor verifies:

1. The student has been officially admitted to the program. Yes: _____ No: _____

2. The student has passed the Graduate English Competency Examination or passed English 500. Yes: _____ No: _____

3. The student has been declared a Candidate for Graduate Degree.

Yes: _____ No: _____

4. The student's GPA is: _____

5. The student is eligible to take the Graduate Area Comprehensive Examination on:

_____.

Advisor's Signature: _____

Date: _____

Name Typed: _____

Part III.

I have reviewed the requirements of the department/program and verify this student is eligible to take the Graduate Area Comprehensive Examination.

Department Chair/: _____

Date: _____

Program Director: _____

Date: _____

Name Typed: _____

Accepted for the Graduate Council.

Graduate Dean: _____

Date: _____

COMMITTEE APPROVAL PROCEDURE

Master's Thesis and Project

THESIS: Students in selected Master's programs must demonstrate evidence of a high degree of scholarship, competence in scholarly exposition and ability to select, organize and apply knowledge through a thesis. "Guidelines for Preparing the Master's Thesis" as developed and enhanced by the Graduate Faculty of Jackson State University, provides examples of best practices concerning format standards that must be met before it receives final approval by the Division of Graduate Studies.

PROJECT: Students in selected Master's programs must demonstrate evidence of a high degree of scholarship, competence in scholarly exposition and ability to select, organize and apply knowledge through a project. "Guidelines for Preparing the Master's Project" (WWW.JSUMS.EDU) as developed and enhanced by the Graduate Faculty of Jackson State University provides examples of best practices concerning format standards that must be met before it receives final approval by the Division of Graduate Studies.

Each student should obtain a copy of the "Guidelines for Preparing a Masters' Thesis" or "Guidelines for a Master's Project" (WWW.JSUMS.EDU)

Institutional Review Board (IRB) Protocol

If your proposed research involves human subjects, it must be approved by the Jackson State University Institutional Review Board, (IRB). A full explanation of the procedures and Federal Guidelines are available at the website of the JSU Office of Research Compliance. Please see Interim Chair, Dr. Luis Almeida, to confirm if your study needs IRB approval.

Student's Responsibility

- Choosing a chairperson following the policies & guidelines of the major department.
- Choosing the members of the masters thesis (or project) committee in conjunction with the chairperson following the policies & guidelines of the major department.
- Meeting with the chairperson and setting a schedule for completion of the thesis in a timely manner.
- Keeping on schedule.
- Turning in all Masters thesis/project material to chairperson typed in correct format.
- Knowing and meeting all deadlines.
- Filing all forms in a timely manner.

Advisor and Committee's Responsibility

- It is the chairperson's and committee members' responsibility to know policies, rules, and regulations of both the Division of Graduate Studies and the major department relative to the dissertation process.

*In addition, **the committee chair is also responsible for..***

- Ensuring that the student is aware of the rules, regulations and policies of the Division of Graduate Studies and the department.

- Assisting the student in the formation of a committee.
- Meeting with the student on a regular basis.
- Keeping the scheduled appointments.
- Ensuring that the student's work is properly documented and not plagiarized.
- Scheduling the prospectus hearing, if required, and the final defense of the thesis.
- Notifying the committee members and the Department chair of the place, time & date of the prospectus hearing.
- Notifying the Graduate Dean, College Dean, Department chair and committee members of the place, time & date of the final defense.

Committee's Responsibility

It is the committee members' responsibility to...

- Attend the prospectus hearing and final defense.
- Read the student's work throughout the writing process.
- Provide written feedback for correcting and/or improving the thesis or project.

Department Chair/Program Director's Responsibility

- It is the department chair/program director's responsibility for knowing and enforcing policies, rules, and regulations of both the Division of Graduate Studies and department/program.

The Chair/Director is also responsible for...

- Ensuring that the graduate faculty of the department/program know and adhere to the policies, rules and regulations of the Division of Graduate Studies.
- Keeping the faculty abreast of rule, policy and procedure changes from the Division of Graduate Studies.
- Serving as a liaison between the student and the advisor, if necessary.
- Ensuring the thesis advisor and all committee members are qualified to serve.

COMMITTEE APPROVAL FORM

INTRODUCTION: It is an established policy that the student selects his/her advisor with the consent of the department chair. The adviser assists the student in the formation of a project committee of at least three other graduate faculty members. It is established policy that the student selects his/her advisor with consent of the department chair. The advisor assists the student in the formation of a committee. A masters thesis and project committee consists of three graduate faculty members. External members of a committee must be members of the Jackson State University graduate faculty. This form constitutes a student's committee and documents approval of the student's research proposal by the student's committee. The signatures of the each committee member validates their approval of the proposal.

To the student: Please complete all of the areas prior to printing the form and obtaining the necessary signatures.

Name: _____

JSU ID No. : J: _____

Address: _____

Street: _____

City, State, Zip: _____

Committee for (select one):

Dissertation Ed.S. Thesis Ed.S. Project Masters' Thesis Masters' Project

Degree: _____ Major: _____

Title: _____

1. Committee Approval

We have read this proposal for significance, methodology, sources of data, compliance with IRB/IACUC regulations and recommend its acceptance. We agree to serve on this committee in accordance with the policies of the department/program, college, and Division of Graduate Studies.

Signatures

Committee Chair/Date: _____

Name Typed: _____

Academic Advisor/Date: _____

Name Typed: _____

Committee Member/Date: _____

Name Typed: _____

Committee Member/Date: _____

Name Typed: _____

(External)

Committee Member/Date: _____

Name Typed: _____

2. Acceptance by the Department/Program and College

We have read this proposal for compliance with the policies of the department/program, school, college, Division of Graduate Studies and recommend its acceptance.

Signatures

Department Chair/Date: _____

Name Typed: _____

College/School Dean/Date: _____

Name Typed: _____

3. For the Graduate Council

Dean of the Division of Graduate Studies/Date

DEFENSE AND APPROVAL OF MASTERS THESIS OR PROJECT PROTOCOL

Defense and Approval of the Masters' Thesis or Project

Students in selected masters programs must demonstrate evidence of a high degree of scholarship, competence in scholarly exposition and ability to select, organize and apply knowledge through a thesis or project.

It is the student's responsibility to submit materials to the department and college in time for the chair and dean to review them so they can reach the Division of Graduate Studies by the deadline. Please make sure your defense is scheduled early enough in the semester to allow you to complete the requirements.

Each student should obtain a copy of the "Guidelines for Preparing the Master's Thesis". (WWW.JSUMS.EDU)

Defense and Approval

Timeline

The Division of Graduate Studies issues a calendar each year which indicates the LAST DAY for satisfying all graduation requirements. The Division of Graduate Studies encourages students to submit their manuscripts well before the deadline.

Scheduling

The chairperson of the committee for the candidate for a Master's degree, in concurrence with the other members of the committee, shall adhere to the following process. The chairperson will notify the members of the committee, the Department Chair, the College/School Dean or designee, the Dean of the Division of Graduate Studies and other appropriate persons of the place, date and time of the defense.

Basic Process for the Defense

The candidate presents his/her argument, summarizing the main points of the study. The chairperson then allows other members of the committee to direct questions to the candidate concerning the defense. Following the candidate's presentation and the fielding of questions, the candidate is excused from the room so that the chair and committee may discuss and subsequently vote on the candidate's success or failure.

The candidate is escorted into the room to receive the results of the committee's vote. If successful, the candidate will secure the signatures of members of the committee on the approval page, and the Committee Report of Defense Results and any other necessary signatures.

Committee Report of Defense Results Form

This form is completed upon the successful defense of the thesis/project before the student's committee. This form must be submitted prior to the Clearance for Graduation.

Institutional Review Board (IRB)

If your proposed research involves human subjects, it must be approved by the Jackson State University Institutional Review Board, (IRB). A full explanation of the procedures and Federal Guidelines are available at Office of Research Compliance (www.JSUMS.EDU)

Submission

THESIS: white, (at least) 20 pound, 25% rag, acid-free bond papers. Photocopies should be made only from the original.

PROJECT: Please submit one (1) bound copy of the project, on white, (at least) 20 pound, 25% rag, acid-free bond paper. Spiral binding is a suitable method for meeting this requirement.

The "On-line Clearance" can now be completed.

Student's Responsibility

- Choosing a chairperson following the policies & guidelines of the major department.
- Choosing the members of the thesis/project committee in conjunction with the chairperson following the policies & guidelines of the major department.
- Meeting with the chairperson and setting a schedule for completion of the thesis/project in a timely manner.
- Keeping on schedule.
- Turning in all thesis/project material to chairperson typed in correct format.
- Knowing and meeting all deadlines.
- Filing all forms in a timely manner.

Advisor and Committee's Responsibility

- It is the chairperson's and committee members' responsibility to know policies, rules, and regulations of both the Division of Graduate Studies and the major department relative to the thesis/project process

In addition the chair is also responsible for...

- Ensuring that the student is aware of the rules, regulations and policies of the Division of Graduate Studies and the department.
- Assisting the student in the formation of a committee.
- Meeting with the student on a regular basis.
- Keeping the scheduled appointments.
- Ensuring that the student's work is properly documented and not plagiarized.
- Scheduling the prospectus hearing, if required, and the final defense of the thesis/project.
- Notifying the committee members and the Department chair of the place, time & date of the prospectus hearing.
- Notifying the Graduate Dean, College/School Dean, Department chair and committee members of the place, time & date of the final defense.

Committee's Responsibility

It is the committee members' responsibility to...

- Attend the prospectus hearing and final defense.
- Read the student's work throughout the writing process.

- Provide written feedback for correcting and/or improving the thesis/project.

Department Chair/Program Director's Responsibility

- It is the department chair/program director's responsibility for knowing and enforcing policies, rules, and regulations of both the Division of Graduate Studies and department/program.

The chair/director is also responsible for...

- Ensuring that the graduate faculty of the department/program know and adhere to the policies, rules and regulations of the Division of Graduate Studies.
- Keeping the faculty abreast of rule, policy and procedure changes from the Division of Graduate Studies.
- Serving as a liaison between the student and the advisor, if necessary.
- Ensuring the thesis/project advisor and all committee members are qualified to serve.

DEFENSE COMMITTEE REPORT OF RESULTS FORM

To the student: Please complete all of the areas prior to obtaining the necessary signatures.

Name: _____

JSU ID No. : J: _____

Address: _____

Street: _____

City, State, Zip: _____

1. To be completed by the Committee Chair:

To the Graduate Council:

This student has: Successfully defended / Did not successfully defend (select one)

Dissertation Ed.S. Thesis Ed.S. Project Masters' Thesis Masters' Project

Entitled: _____

_____ We have examined the final copy for form and content and recommend that it be accepted in partial fulfillment of the requirements for the degree of: _____

with a major of: _____.

_____ The student was not successful in the defense. The student was provided appropriate written feedback. The student was advised he/she may petition the Academic College Dean for a second defense after an interval of six months.

Signatures

Committee Chair/Date: _____

Name Typed: _____

Academic Advisor/Date: _____

Name Typed: _____

Committee Member/Date: _____

Name Typed: _____

(External)

Committee Member/Date: _____

Name Typed: _____

2. To be completed by the Department/Program and Academic College

_____ We recommend:

Dissertation Ed.S. Thesis Ed.S. Project Masters' Thesis Masters' Project for
acceptance as approved by the committee. (select one)

_____ We concur with the report of an unsuccessful defense by the committee.

Signatures

Department Chair/Date: _____

Name Typed: _____

College/School Dean/Date: _____

Name Typed: _____

3. For the Graduate Council

Dean of the Division of Graduate Studies/Date

GRADUATE ACADEMIC SECOND CHANCE POLICY

Graduate students, previously enrolled at the university, may be eligible for matriculation under the Graduate Academic Second Chance Policy.

The Academic Second Chance option must be requested during the re-admission process and students are required to meet all degree requirements for re-admission. This option may be approved as a one-time opportunity for re-entering graduate school. No student is entitled to readmission under this policy and the University reserves the right to exercise its discretion to deny readmission for academic or non-academic reasons, including financial, conduct related, probability of success, or other legally permissible reason.

Requirements

1. Student must have been separated from the University for at least three years.
2. All academic credit hours and grades earned during previous enrollment at Jackson State will remain on the student's academic history transcript.
 - a. Previously earned academic credit hours with grades of "B" and above, within time limits, may be used to meet degree requirements if approved by the department chair.
 - b. Previously earned academic credit hours with grades of less than "B" will not be used in the computation of the student's grade point average.
 - c. Graduate English Competency Examination requirements must be completed, if applicable
3. Student must meet all new departmental requirements for the existing program.

Student Responsibilities

1. Complete the Graduate Academic Second Chance application obtained from Graduate Studies. Obtain an official notification of potential readmission from the academic department.
2. Develop and submit an academic enhancement plan in consultation with an academic advisor. Obtain approval of the academic enhancement plan from the department chair in major area and the college dean.
3. Submit a completed application and an approved academic enhancement plan, with appropriate signatures from advisor, chairperson and college dean Graduate Studies.

GRADUATE SECOND CHANCE FORM

SECTION I: Personal Information

Date of Application: _____

Full Name: _____
Last First Middle

E-mail address: _____

J Number: J: _____

Social Security Number: _____

Telephone: Home/Cell: _____

Work Phone Number: _____

SECTION II: Academic Information

Date of Last Enrollment at JSU: _____

Degree: _____

Major: _____

Desired Enrollment Semester: Fall ____ Spring ____ Summer ____ Year 20 ____

SECTION III: Please include an academic enhancement plan (AEP) with a signature from your advisor.

Failure to meet the academic requirements of the AEP will result in a permanent dismissal. I certify the information supplied is correct and complete.

Signature: _____ Date: _____

SECTION IV: APPROVALS We have reviewed the requirements of the department/ program. (Please sign and date; Please attach a current "JSU Transcript".)

Major Advisor: _____

Type Name: _____

____ Approved ____ Denied (List Reason)

Comments:

Department Chair/Program Director: _____

Type Name: _____

_____ Approved _____ Denied (List Reason)

Comments:

Academic Dean: _____

Type Name: _____

_____ Approved _____ Denied (List Reason)

Comments:

— For the Division of Graduate Studies —

Name/Date

_____ Approved _____ Denied (List reason)

LAST IMPORTANT RULES AND REGULATIONS

1. Granting of "I" grades is entirely at the discretion of the professor
2. Masters Degrees students must complete their programs within eight years of starting coursework at Jackson State or elsewhere.
3. Students in our program are permitted to repeat two courses upon the recommendation of the department's graduate advisor.
4. Good standing is GPA, 3.0.
5. A student may not remain in probatory status for longer than two semesters.
6. Students can opt to finish a thesis or a project. A thesis required 3 more credit hours.
7. **ALL STUDENTS MUST COMPLETE AN ON-LINE GRADUATION CLEARANCE.**
www.jsums.edu