



**MISSISSIPPI STATE**  
UNIVERSITY™

# Graduate Programs Administration Reference

2017 – 2018



THE  
GRADUATE SCHOOL

The purpose of this document is to provide Graduate Program administrators (e.g., Department Heads, Graduate Coordinators, program directors/managers) with a quick reference to graduate education requirements at MSU. This document does not replace the Graduate Catalog (<http://catalog.msstate.edu/graduate/>). In the case of discrepancies between this reference and the official Graduate Catalog, the latter document is to be considered the final word on University policy.

\*All forms available in masters, educational specialist, and doctoral groupings under Degree Program Forms at <http://www.grad.msstate.edu/forms/> .

## TABLE OF CONTENTS

<b>ADMISSIONS INFORMATION</b>	<b>4</b>
INTERNATIONAL STUDENTS APPLICATION DEADLINES	5
DOMESTIC STUDENTS APPLICATION DEADLINES	5
DOMESTIC & INTERNATIONAL STUDENTS APPLICATION DEADLINES	5
DOMESTIC UNCLASSIFIED STUDENTS (ALL CAMPUSES) APPLICATION DEADLINES	5
APPLICATION AND ADMISSIONS PROCESS	6
ACCESSING XTENDER	7
TRACKING APPLICATIONS IN BANNER	8
TYPES OF GRADUATE ADMISSION	9
<b>GRADUATE ASSISTANTSHIPS</b>	<b>11</b>
TYPES OF GRADUATE ASSISTANTSHIP APPOINTMENTS	11
GRADUATE TEACHING ASSISTANT CERTIFICATION PROGRAM	13
GRADUATE TEACHING ASSISTANT CLASSIFICATION LEVELS	14
<b>PROGRAM COMPLETION TIMELINES</b>	<b>15</b>
NON-THESIS MASTER’S AND EDUCATIONAL SPECIALIST DEGREES	15
<i>Complete CAPP compliance</i>	15
YEAR 2	15
<i>Update CAPP compliance as needed</i>	15
THESIS MASTER’S AND EDUCATIONAL SPECIALIST DEGREES	16
<i>Complete committee form and send to the Graduate School</i>	16
<i>Send exam result form to Graduate School</i>	16
DOCTORAL DEGREES	17
<i>Complete committee form and send to Graduate School</i>	17
<i>Complete CAPP compliance</i>	17
<i>Take comprehensive exam(s) while enrolled in at least one graduate credit hour</i>	17
<i>Propose dissertation topic and have approved by committee if not already done</i>	17
<b>DEGREE AUDIT INFORMATION</b>	<b>19</b>
GRADUATE COMMITTEE	19
COMPREHENSIVE EXAMINATIONS - ALL DEGREE LEVELS	20
EXTENSION OF TIME TO DEGREE – ALL DEGREE LEVELS	21
ADMISSION TO CANDIDACY – DOCTORAL LEVEL	22
THESIS OR DISSERTATION DEFENSE – ALL DEGREE LEVELS	22
CONTINUOUS ENROLLMENT REQUIREMENTS – ALL DEGREE LEVELS	23
GRADUATION CEREMONY PARTICIPATION PRIOR TO FULFILLING DEGREE REQUIREMENTS	25
COURSE RETAKE	25
ACADEMIC PROBATION	26
ACADEMIC DISMISSAL	27
<b>FLOW OF POLICIES, PAPERWORK, REQUESTS, APPROVALS</b>	

## ADMISSIONS INFORMATION

### Domestic Students Application Checklist

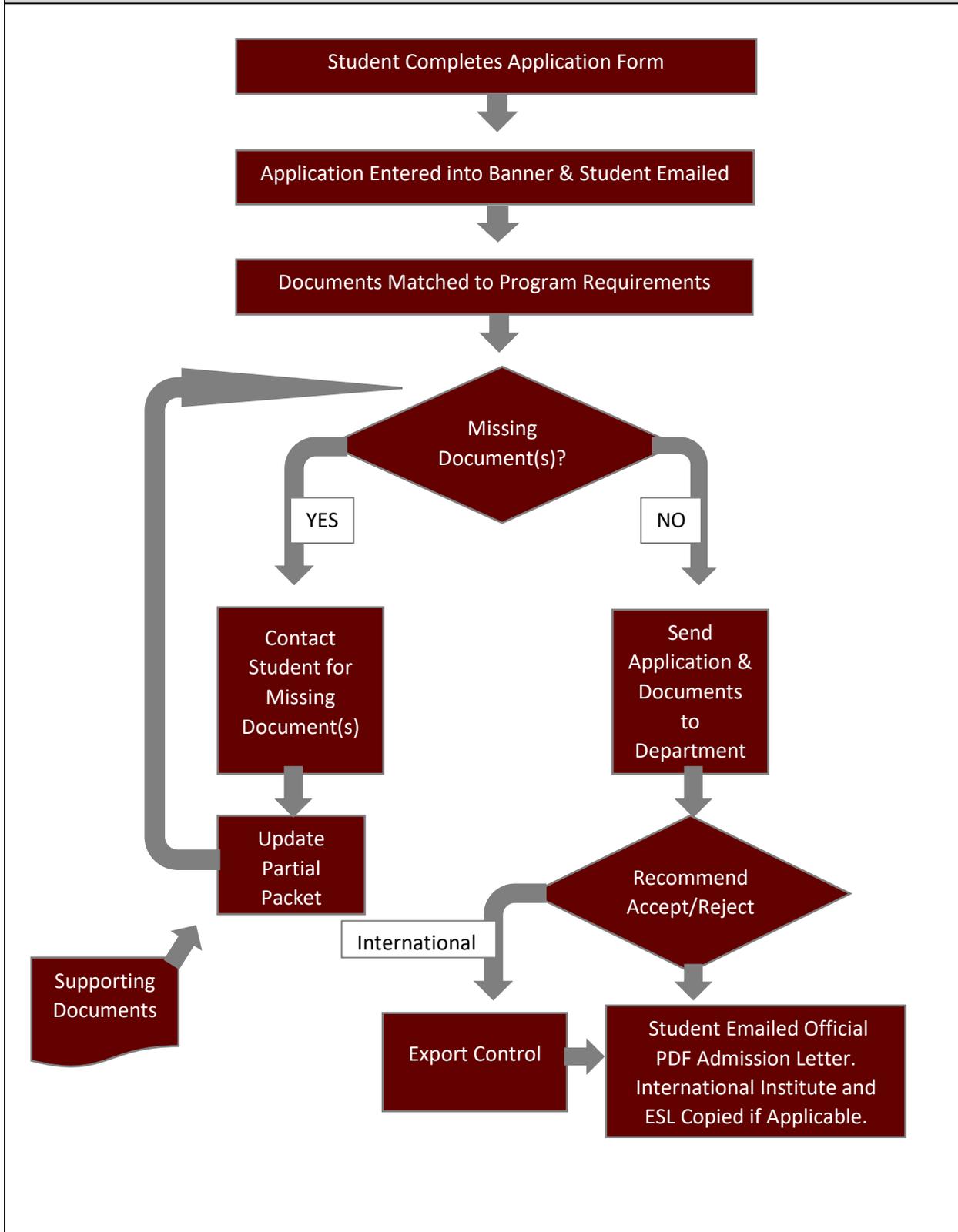
- Submitted online application
- \$60.00 non-refundable application fee
- Statement of Purpose
- Names and email addresses of three academic references
- Official Academic Records/Transcripts
- GRE or GMAT scores if required by the academic department

### International Students Application Checklist

- Submitted online application
- \$80.00 non-refundable application fee
- Statement of Purpose
- Names and email addresses of three academic references
- Official Academic Records/Transcripts (in native language along with translated copies if appropriate)
- TOEFL or IELTS Score
- GRE or GMAT scores if required by the academic department

<b><i>International Students Application Deadlines</i></b>	
Degree Programs and Unclassified on Starkville and Meridian Campuses	
Fall	May 1
Spring	October 1
Summer	March 1
<b><i>Domestic Students Application Deadlines</i></b>	
<u>Degree Programs on Starkville or Meridian Campuses</u>	
Fall	July 1
Spring	November 1
Summer	May 1
<b><i>Domestic &amp; International Students Application Deadlines</i></b>	
<u>Distance Degree Programs</u>	
Fall	August 1
Spring	December 1
Summer	May 15
<b><i>Domestic Unclassified Students (All Campuses) Application Deadlines</i></b>	
International Distance – Unclassified Students Application Deadlines	
Fall	The day before the first day of class-See University Calendar for class dates.
Spring	
Summer	

## Application and Admissions Process



## ***Accessing Xtender***

Xtender is a document imaging system. Documents can be scanned and stored for reviewing. During admissions season, Graduate Coordinators and faculty involved in making admissions decisions can access an applicant's documents for review in Xtender. Xtender is integrated with Banner so that documents associated with a person are accessible when that person's record is brought up. The Graduate School uses this system as an electronic "filing cabinet" for its student record keeping. To gain faculty access to Xtender:

The Graduate Coordinator should contact Forest Sparks, [fsparks@grad.msstate.edu](mailto:fsparks@grad.msstate.edu), to notify The Graduate School when access to review graduate applications is needed. Submit SSN User Electronic

Access Request form (SSN04) to unit/Department Head for approval, noting that access is for "Xtender" and for the purpose of "reviewing graduate applications".

The form should then be routed through the college Dean and Provost's Office before set-up is completed by ITS.

### ***Tracking Applications in Banner***

To quickly track the progress of a student applying to MSU, coordinators and administrators can view which materials have and have not been received by The Graduate School by the following:

- Access “Banner” for Academic Departmental Users
- In the column marked “Reports” choose “Admissions Applicants”
- Enter the applicant’s 9-digit at the bottom of the “Admissions Applicants” form, select “Graduate” level, and “View Application.”
- Clicking on the application number in column one of the resulting report will open that student’s file containing a list of documents that have/have not been received by The Graduate School.
- For additional details see:  
[http://grad.msstate.edu/pdf/ADMISSION\\_APPLICATIONS.pdf](http://grad.msstate.edu/pdf/ADMISSION_APPLICATIONS.pdf)

After an application has been entered into workflow, coordinators and administrators can track the location by:

- Accessing “Banner” for “Academic Departmental Users”
- In the column marked “Reports” choose “Graduate Application Departmental Review Workflow Status”
- Enter the applicant’s 9-digit MSU ID at the bottom of the form, select “Graduate” level, and “View Student.”
- The workflow user with access to the student’s application is listed in the right hand column of this report.
- Selecting the applicant’s MSU ID in the left hand column of this report opens a copy of the workflow screening form where test scores, comments, and other materials can be viewed.
- For additional details see:  
[http://grad.msstate.edu/pdf/REVIEWER\\_WORKFLOW\\_STATUS.pdf](http://grad.msstate.edu/pdf/REVIEWER_WORKFLOW_STATUS.pdf)

### ***Types of Graduate Admission***

For specialized admissions (e.g., faculty, military, readmission) see

<http://catalog.msstate.edu/graduate/admissions-information/admission-procedure/status/>

<b><i>Regular</i></b>	<p><u>A prospective student who holds a bachelor's degree from a regionally accredited institution</u> and has any one of the following:</p> <ul style="list-style-type: none"><li>○ 2.75 GPA on the last two years of bachelor's coursework</li><li>○ 2.75 GPA on 30 or more semester hours of undergraduate credit <u>after</u> earning a bachelor's</li><li>○ 2.75 GPA on the last two years of undergraduate credit and a 3.00 GPA on fewer than 24 hours graduate coursework</li><li>○ 3.00 GPA on 24 or more graduate hours</li><li>○ An earned master's or higher-level degree</li></ul>
<b><i>Provisional</i></b>	<ul style="list-style-type: none"><li>● <u>A prospective student who has not fully met the GPA requirement.</u></li><li>● Student must have as the initial objective advancement to regular status.</li><li>● Regular status is achieved <u>after</u> receiving a 3.00 GPA on the first 9 hours of regular graduate-level courses taken at MSU.</li><li>● Courses with an S grade, transfer credits, or credits earned while in Unclassified status cannot be used to satisfy this requirement.</li><li>● Academic departments may set higher standards for students admitted provisionally into their programs. Depts must document these on the admission screening form.</li><li>● While in the provisional status, a student is not eligible to hold a graduate assistantship.</li></ul>
<b><i>Contingent</i></b>	<ul style="list-style-type: none"><li>● <u>A prospective student who has met all admissions requirements and is in the final semester of bachelor's degree work.</u></li></ul>

	<ul style="list-style-type: none"> <li>• An applicant may also be admitted with requirements the department expects the student to fulfill by a certain deadline</li> <li>• Departmental contingencies typically are prerequisite courses, standardized tests, or another similar requirement</li> </ul>
<b><i>Unclassified</i></b>	<ul style="list-style-type: none"> <li>• <u>A non-degree-seeking prospective student wishing to take graduate-level courses</u></li> <li>• Requires an unclassified graduate application, an official transcript verifying the applicant’s bachelor’s degree, and a non-refundable application fee <ul style="list-style-type: none"> <li>• \$60.00 for Domestic applicants</li> <li>• \$80.00 for International applicants</li> </ul> </li> <li>• Once admitted unclassified, the student may not apply for a graduate degree program for the same semester.</li> <li>• Up to 9 hours of graduate work earned while unclassified may be transferred to a degree program with the approval of the graduate program</li> <li>• Hours completed in unclassified status may not be used to satisfy provisional admission requirements if the student is later admitted to a degree program.</li> </ul>

## GRADUATE ASSISTANTSHIPS

<i>Types of Graduate Assistantship Appointments</i>	
<b>GRA</b>	<ul style="list-style-type: none"> <li>• <u>Graduate Research Assistants</u> perform duties in support of University research, which may or may not relate to the students' thesis/dissertation. This opportunity provides an excellent means for students to learn new techniques and methods as well as expand their knowledge by association with research-oriented responsibilities, whether employed within the student's academic discipline or in another department. Duties and stipends vary from program to program.</li> </ul>
<b>GSA</b>	<ul style="list-style-type: none"> <li>• <u>Graduate Service Assistants</u> aid faculty and staff members with administrative functions and GSA appointments are available in many academic and non-academic units. The nature of assigned duties and stipends vary, depending on the administrative needs of the unit making the award.</li> </ul>
<b>GTA</b>	<ul style="list-style-type: none"> <li>• <u>Graduate Teaching Assistants</u> work under the direct supervision of graduate faculty members and are assigned duties related directly to instruction, such as assisting in the preparation of lectures, leading discussion sections, conducting laboratory exercises, grading papers, and keeping class records.</li> <li>• Advanced students who have completed 18 graduate hours in their teaching discipline may have primary responsibility for an undergraduate course, including assessment and final grades.</li> <li>• GTAs cannot be assigned primary responsibilities for teaching and student assessment in courses approved for graduate credit.</li> <li>• All graduate students planning to serve as Graduate Teaching Assistants must participate in the Graduate Teaching Assistant Certification Program prior to beginning the first teaching assignment at MSU and satisfy all program/evaluation requirements necessary to obtain certification.</li> </ul>

***Additional Assistantship Requirements information – All Degree Levels:***

- To be eligible for an assistantship a student must be admitted to a specific degree program with “regular” or “contingent” status. A student with “contingent” status must, within the first award enrollment period, satisfy “regular” admission requirements, and an assistantship award will be terminated if these requirements are not met.
- Application for an assistantship must be submitted to the college, department, school, or support unit. The department/unit may provide its own application form or use the Application for Graduate Assistantship found on the Graduate School website. The department/unit establishes application deadlines and review procedures.
- Individual academic and non-academic departments are responsible for making the offer of an assistantship award, establishing the amount of the stipend and the work schedule, and monitoring the performance of the graduate assistant’s duties and responsibilities.
- During Fall and Spring semesters, Graduate assistants must be full-time students (registered in at least 9 graduate credit hours) and may not enroll in more than 13 graduate credit hours. The required full-time status must be maintained throughout the entire semester. Therefore, no course may be dropped if the resulting course load is fewer than the required 9 graduate credit hours, nor may any course in the 9-hour load consist of or be converted to audit status. In addition, if a distance course is taken, any additional hours resulting in a course load over 9 hours will not be covered by the tuition exemption.
- Summer assistantships are awarded as either full or half. Full-summer awards require students to be enrolled a minimum of 6 hours. For half-summer awards, students must be enrolled for 3 hours during the term of the assistantship.
- Graduate assistants wishing to schedule more than a full-time course load may, with the approval of his/her major professor, Department Head, Graduate Coordinator and Dean, register for more than 13 hours by

submitting an Overload Form to the major professor. The Dean's office sends the approved form to the Registrar's Office.

- To retain an assistantship, a student must demonstrate satisfactory progress in the academic program. Failure to do so may result in termination of the assistantship.

### ***Graduate Teaching Assistant Certification Program***

The Graduate Teaching Assistant Certification (GTAC) workshop is designed to introduce first-time teaching assistants to the techniques and skills necessary to be effective instructors in a university environment and promote excellence in undergraduate education at Mississippi State University. The Teaching Assistant Certification Program consists of the following three components:

- International Teaching Assistant (ITA) Workshop for international students only
- Graduate Teaching Assistant (GTA) Workshop for both US and international students
- Microteaching Simulation/Classroom Certification Evaluation (for GTA2/GTA3 certification).

### ***Graduate Teaching Assistant Classification Levels***

#### ***GTA1***

- Graduate Teaching Assistant 1 assist in such tasks as preparing and proctoring exams, grading exams and assignments, preparing instructional materials, maintaining class records, and tutoring students outside the classroom. This position does not require Microteaching Simulation/Classroom Certification.
- A GTA who initially received assignment to a GTA1 level appointment may later complete the Microteaching Simulation/Classroom Certification Evaluation in anticipation of a change in duties/responsibilities that require classroom or laboratory teaching.

#### ***GTA2***

- Graduate Teaching Assistant 2 requires completion of the Microteaching Simulation/Classroom Certification Evaluation. The graduate assistant may have the same duties as GTA1. Other responsibilities include making presentations in laboratories or classrooms, conducting lectures, and leading discussion groups. These tasks involve classroom or laboratory teaching of students but not as instructor of record. Graduate teaching assistants must receive direct supervision by the instructor of record.

#### ***GTA3***

- Graduate Teaching Assistant 3 will teach for credit as the instructor of record and/or as the person primarily responsible for assigning grades.
- “Graduate teaching assistants may serve as instructors of record only for undergraduate courses. These graduate students must possess a master’s in the teaching discipline, or at least 18 graduate semester hours in the teaching discipline and obtain classroom certification from the Graduate School. Graduate teaching assistants must receive direct supervision by a faculty member experienced in the same teaching discipline, regular in-service training, and planned periodic evaluations. Graduate teaching assistants cannot serve as instructors of record for graduate level courses, regardless of qualifications.”

## PROGRAM COMPLETION TIMELINES

Refer to the Graduate Academic Calendar for dates and deadlines.

[http://www.grad.msstate.edu/academic\\_calendar/](http://www.grad.msstate.edu/academic_calendar/)

<i>Non-Thesis Master's and Educational Specialist Degrees</i>		
<i>Year 1</i>	<i>Task</i>	<i>Responsibility</i>
	Meet all contingent and provisional admission requirements	Student
	Complete committee form and send to the Graduate School	Student <u>and</u> Committee
	Complete CAPP compliance	Student <u>and</u> Committee
<b>Year 2</b>	Schedule comprehensive exam when coursework completed or within 6 credits of completion	Student <u>and</u> Committee
	Update CAPP compliance as needed	
	Send comprehensive exam announcement to The Graduate School two weeks prior to exam	Student <u>or</u> Committee
	Take the comprehensive exam while enrolled in at least one graduate credit hour	Student
	Send exam result form to Graduate School	Committee
	Meet graduation application deadline (late fees assessed after deadline)	Student

<b><i>Thesis Master's and Educational Specialist Degrees</i></b>		
<b><i>Year 1</i></b>	<b><i>Task</i></b>	<b><i>Responsibility</i></b>
	Meet all contingent and provisional admission requirements	Student
	Complete committee form and send to the Graduate School	Student <u>and</u> Committee
	Complete CAPP compliance	Student <u>and</u> Committee
Year 2	If a comprehensive exam is required in addition to the thesis defense, schedule the comprehensive exam when coursework completed or within 6 credits of completion	Student <u>and</u> Committee
	Send comprehensive exam announcement to The Graduate School two weeks prior to exam date	Student <u>or</u> Committee
	Take comprehensive exam while enrolled in at least one graduate credit hour	Student
	Send exam result form to Graduate School	Committee
	Schedule thesis defense when coursework completed or within 6 credits of completion	Student <u>and</u> Committee
	Send defense announcement to Graduate School two weeks prior to defense date and announcement to department	Student <u>or</u> Committee
	Sit for thesis defense while enrolled in at least one graduate credit hour	Student
	Send exam result form to Graduate School	Committee
	Submit initial and final thesis to Library by posted deadline for each submission and be enrolled at time of each submission	Student
	Meet graduation application deadline (late fees assessed after deadline)	Student

<b><i>Doctoral Degrees</i></b>		
<b><i>Year 1</i></b>	<b><i>Task</i></b>	<b><i>Responsibility</i></b>
	Meet all contingent and provisional admission requirements	Student
	Complete committee form and send to Graduate School	Student <u>and</u> Committee
	Complete CAPP compliance	Student <u>and</u> Committee
<b><i>Year 3</i></b>	Schedule comprehensive examination(s) when coursework completed or within 6 hours of completion	Student <u>and</u> Committee
	Send comprehensive exam(s) announcement to Graduate School two weeks prior to the exam	Student or Committee
	Take comprehensive exam(s) while enrolled in at least one graduate credit hour	
	Send exam result form(s) to Graduate School	Committee
	Complete and submit Admission to Candidacy form when exam passed	Committee
	Propose dissertation topic and have approved by committee if not already done	Student
<b><i>Candidacy Period</i></b>	Enroll for at least one credit of dissertation/research for Fall <u>and</u> Spring OR Summer until all requirements completed and final dissertation approved and submitted	Student
	Send defense announcement to Graduate School at least two weeks prior to defense date and announce to department	Student <u>and</u> Committee
	Sit for defense and be enrolled for at least one graduate credit hour	Student

Send defense result form to Graduate School	Committee
Meet initial and final dissertation Library submission deadlines	Student
Meet graduation application deadline (late fees assessed after deadline)	Student

## DEGREE AUDIT INFORMATION

### *Graduate Committee*

A new student with the Graduate Coordinator identifies a major professor and committee. The Committee Form is completed, listing each Graduate Faculty member, the member's Level (1 or 2), and the department that made the appointment. A limited number of Non-Graduate Faculty members can serve on a committee. See the Graduate Faculty Appointment Level information and a list of current Graduate Faculty at (<http://catalog.msstate.edu/graduate/faculty/>).

- If membership changes occur, they should be entered on the Request to Change Committee form and submitted immediately to Graduate School.
- If the student has a minor, a minor committee member is required, and the minor Graduate Coordinator must sign all forms as well.
- Each degree level has specific requirements for committee composition. To follow policy, see program specifics <http://catalog.msstate.edu/graduate/>.

### ***Comprehensive Examinations - All Degree Levels***

- A comprehensive examination is taken only when the student has completed all coursework or is within six hours of coursework completion. This requirement excludes internship/practicum courses.
- A comprehensive examination must be announced two weeks prior to the scheduled date by submitting the **Declaration of Comprehensive Examination/Defense** form to The Graduate School.
- The **Report of Examination Results** must be submitted to the Graduate School by the department immediately after the defense and must never be handled by the student.
- A student who fails the defense can schedule another examination no earlier than four months after the date of the original examination.
- Per University policy, two failures on the defense will result dismissal from the program.

### ***Additional Examination Information – Doctoral Level:***

A doctoral student must adhere to the following comprehensive examination deadlines:

- June 1 for December graduation
- November 1 for May graduation
- February 1 for August graduation

If a deadline falls on a Saturday or Sunday, the following Monday becomes the default deadline.

<b><i>Extension of Time to Degree – All Degree Levels</i></b>	
<b><i>Master’s</i></b>	Eight years is the time limit for completion of master’s degree requirements.
<b><i>Educational Specialist</i></b>	A student must complete the educational specialist program within eight years.
<b><i>Doctoral</i></b>	A Ph.D. student must complete the degree program within five years of passing the preliminary/ comprehensive examination.
A <b>Request for Extension of Time</b> or <b>Additional Extension</b> form must be used to request a first or additional extension of time under rare, extenuating circumstances. The request must be approved by the major professor and Dean of the college and submitted to the Office of the Graduate School.	

### ***Admission to Candidacy – Doctoral Level***

A doctoral student is admitted to candidacy when she/he has:

- Satisfactorily completed all required coursework and the final program of study has been approved and sent to the Graduate School
- Completed all research skills or other requirements prior to taking the comprehensive examination;
- Has passed the preliminary/comprehensive examination

### ***Thesis or Dissertation Defense – All Degree Levels***

A student who submits a thesis or dissertation to fulfill degree requirements must:

- Make a public presentation before the committee open to any member of Graduate Faculty and the Dean/Associate Dean of the Graduate School
- Defend the thesis/dissertation by the published Graduate School deadline
- Submit the **Declaration of Examination/Defense** form at least two weeks prior to the scheduled date

### ***Additional Defense Information – All Degree Levels:***

- The student or committee may request that The Graduate School appoint an outside observe to attend the comprehensive/preliminary examination.
- A student who fails the defense can schedule another examination no earlier than four months after the date of the original examination.
- Per University policy, two failures on the defense will result in the student being dropped from the program.

### ***Continuous Enrollment Requirements – All Degree Levels***

A graduate student who has completed all coursework but must take a comprehensive examination or complete a thesis/dissertation must be continuously enrolled for at least one credit hour for each Fall and Spring OR Summer semester. This policy applies to the following circumstances.

- Doctoral: has completed all coursework, passed comprehensive examinations, and has been admitted to candidacy but has not made final submission of a dissertation to the Library.
- Educational Specialist non-thesis: has completed all coursework but not taken or passed comprehensive examination.
- Educational Specialist thesis: has completed all coursework and passed examinations but has not made final submission of a thesis to the Library.
- Master's non-thesis: has completed all coursework but not taken or passed comprehensive examination.
- Master's thesis: has completed all coursework and passed examinations but has not made final submission of a thesis to the Library.

### ***Additional Enrollment Requirements Information – All Degree Levels:***

A student must enroll at MSU for at least one graduate credit hour in the semester in which she/he:

- Takes a comprehensive examination,
- Proposes a thesis/dissertation,
- Defends a thesis/dissertation,
- Submits initial and final thesis/dissertation to the Library.\*

\*Graduate students who pass the thesis/dissertation defense by the end of a semester and meet all other graduation requirements except the deadlines for thesis/dissertation submission to the Library may adhere to the following procedure.

- Defend their thesis/dissertation no later than the end of the semester. End of semester is defined as the date/time grades are due to the Registrar's Office. This date is posted each semester on the University Calendar.
- Enroll in a zero-credit hour course (GRD 9010 01) the following semester. The zero-credit hour course shall have an associated fee of \$100 in lieu of regular tuition/fees. Students are allowed to enroll in the zero-credit hour course only one time.
- Students enrolled in the zero-credit hour course must meet all of that semester's Library submission and graduation application deadlines.

### ***Graduation Ceremony Participation Prior to Fulfilling Degree Requirements***

- Non-thesis master's and educational specialist students who have passed the comprehensive examination, if applicable, may participate in commencement ceremonies if they have six or fewer hours of coursework to take during the next semester and they have already registered for those hours. All other requirements must be met.
- The student's Graduate Coordinator, Department Head, College Dean, and Dean of the Graduate School must each approve the request, which is submitted in the form of a letter from the student.
- All approvals must be obtained no later than ten business days prior to the date of commencement.

### ***Course Retake***

- A student may retake a course if his/her **Request to Retake a Course** ([http://www.grad.msstate.edu/forms/pdf\\_forms/request\\_to\\_retake\\_a\\_course.pdf](http://www.grad.msstate.edu/forms/pdf_forms/request_to_retake_a_course.pdf)) request is approved.
- Only one course per degree can be repeated, and this policy applies to any graduate course taken since the beginning of enrollment in the current program.
- The student receives course-hour credit only for the retake but both grades count in the GPA computation.
- Graduate Coordinators should advise students to retake a course before dismissing the student from a degree program if the retake would enable the student to complete degree requirements.
- A repeated course must be taken at MSU.

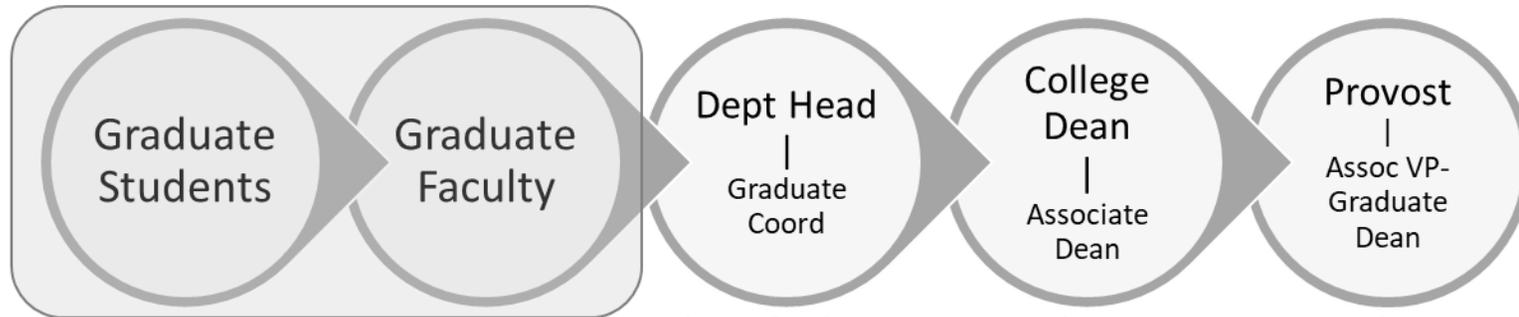
### ***Academic Probation***

- A graduate student shall be placed on academic probation beginning in the following semester if:
  - his or her GPA falls below 3.00, or
  - he or she receives a third course grade lower than a B
  - a student may also be placed on academic probation if he or she falls short of any other standards for satisfactory academic performance established by their academic unit
- Specific information relative to retaking of courses or completing remedial work will be established by the appropriate academic advisor, student's graduate committee, and Graduate Coordinator and documented in written form.
- This remediation plan must specify a required date of completion.
- If the student intends to pursue the academic appeal process relating to the reason for being placed on probation, he or she must do so during the first probationary semester.
- **A student cannot take a preliminary/comprehensive examination or defend/submit a thesis or dissertation during the probationary period.**
- **If, at the end of the probationary period, the student has not met the requirements outlined in the remediation plan, she or he shall be dismissed.**

### ***Academic Dismissal***

- A graduate student **shall** be dismissed from the University if one or more of the following occur.
  - He or she receives a second course grade of D or lower.
  - He or she receives a fourth course grade of C or lower.
  - He or she is found to be responsible for violating the Student Honor Code for a second time.
  - He or she was placed on academic probation and failed to meet the requirements for release from probationary status.
  - He or she falls short of any standards established by his or her academic unit, and the department recommends dismissal with approval of both the College Dean and the Graduate School Dean.
- The dismissal process begins with a [Recommendation for Academic Dismissal](#) form (a letter may be attached) from the Graduate Coordinator, approved by the college Dean, to the Dean of the Graduate School to recommend that a student be officially dismissed from a graduate program.
- The reason for the dismissal must be stated.
- Upon a review of the dismissal request, an official academic dismissal letter from the Dean of the Graduate School is sent to the student through the U.S. Postal Service and is emailed to the student's MSU account.
- Any schedule of classes for the following semester(s) will be dropped and The Graduate School places an academic dismissal hold on the student's record to prevent further enrollment.
- The student may refer to the Graduate Catalog for information regarding the appeals process.
- A student who has been dismissed from a graduate program and has not been reinstated via the appeal process cannot reapply and be admitted into that program, except by meeting the conditions necessary to request Academic Amnesty (see Academic Amnesty under Academic Requirements).

# Graduate School



Flow of Policies, Paperwork, Requests, Approvals

## Office of the

## Graduate School

- Admissions
- Academics
  - Academic Policies
  - Graduate Catalog
  - Graduation Audits
  - Dismissals
- Business Management
  - Assistantships
  - Fellowships
- Enrollment Management
- Professional Development & Financial Assistance Programs
  - TA Training/Certification
  - 3 Minute Thesis
  - Preparing Future Faculty
  - Student Travel Grants
  - Dept Recruiting Grants
  - Faculty Mentoring Workshops
- Graduate Council

Linda Mason-Bonner, Nathan Drake,  
Lakan Drinker, Marina Hunt, Angie Campbell

Pam Sullivan, Vacant

Amanda Baine, Shlynn Morris

George Dunn, Meredith Nagel, Forest Sparks

Margaret McMullen

Dean Bruce, Associate Dean Henry  
Chris Rousseau

[catalog.msstate.edu/graduate](http://catalog.msstate.edu/graduate)  
[grad.msstate.edu](http://grad.msstate.edu)