

POLICIES AND PROCEDURES

Overview

It is the responsibility of students to become familiar with graduate policies and procedures that govern their advanced study at Alcorn State University. Students must comply with these guidelines as they matriculate and complete their studies to have a seamless path to degree completion. Graduate administrators, advisers, and faculty enforce graduate degree requirements as determined by the Graduate Council and Graduate School and are applicable to all graduate students.

Access to Educational Records: FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Alcorn State University (“University” or “Institution”) receives a request for access. A student should submit to the school official (Records personnel) a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education record(s) that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees of the Mississippi Institutions of Higher Learning; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

The Office of Graduate Studies adheres to the Family Education Rights and Privacy Act of 1974 (FERPA) to protect the security, confidentiality, and integrity of students' education records. Among its several purposes, the Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect the privacy of students' education records, to establish the rights of students to inspect and review their education records, and to provide students with an opportunity to have inaccurate or misleading information in their education records corrected. FERPA also permits the disclosure by an institution without a student's prior consent of so-called directory information about that student. Students have the right to file complaints with the Department of Education's Family Policy Compliance Office concerning alleged failures by an institution to comply with FERPA. In accordance with the statute and the FERPA regulations issued by the Department of Education, the School of Graduate Studies has adopted the following policies and procedures.

"Education records" available for review are defined as those records, files, documents, and other materials that contain information directly related to a student and that are maintained by the University. The form in which the information is maintained by the University does not matter; for example, computerized or electronic files, audio or video tape, photographic images, film, etc., with such information are "education records". This includes communications and documents distributed or received by e-mail, or other similar University systems, which are retained in these systems, either by the sending or receiving party.

In general, records maintained by the University that are available for student review are: recorder's docket, admissions docket, departmental docket, placement docket (if student has a file there), financial aid docket (if student has applied for aid), advisement and counseling dockets from the various schools, and bursar's docket. Not all of these categories of records are maintained for any given student, and there may be others. Students have the right to review original documents from their files.

Under FERPA and its related regulations the following types of University records are not "education records" and are, therefore, not available for student review:

Personal notes or records (including computerized files) that are kept by an individual University employee solely in her or his possession, are used only as a personal memory aid, and are not accessible or revealed to others, except to a temporary substitute.

Records that relate to an individual who is employed by the University and that (a) are made and maintained in the normal course of business, (b) are not available for use for any other purpose, and (c) relate exclusively to the individual in that individual's capacity as an employee. This exception does not apply to records that relate to a student in attendance at the University who is employed as a result of his or her status as a student.

Medical and psychiatric records created, maintained, and used only in connection with the treatment of a student and that are not available to anyone other than the persons providing such treatment. Such records can be personally reviewed by a physician, psychologist, or other appropriate health professional of the student's choice. (Students who have received treatment from the University Health Center or from the University Counseling Services may contact those offices to inquire concerning access to patient information.)

Records that contain information relating to an individual who no longer is a student at the University and that are not directly related to the individual's attendance as a student, i.e., alumni records.

Grades or peer-graded papers before they are collected and recorded by an instructor.

Also, the Office of Graduate Studies does not have to permit a student to review education records that are:

- Financial records of the parents of a student.
- Confidential letters and statements of recommendation placed in the education records of a student (a) prior to January 1, 1975, as long as they are used only for the purposes for which they were specifically intended; and (b) after January 1, 1975, if the student has waived access to such letters and recommendations and if such letters and recommendations relate to the student's admission to an educational institution (including admission to NYU), application for employment, or receipt of an honor or honorary recognition (see Section V, Waivers).

Records Maintained by Office of Graduate Studies

Two kinds of records are maintained on students: 1) Admission and 2) Candidacy. Hard copy records of both are archived into electronic format. These records are created and housed on a secure university server.

Admission records include applications, transcripts, test scores, letters of recommendation, program of study sheets, eFile Transmission form, and other supporting documents for Domestic and International students. Paper admission records are maintained for a period of eight years before they are shredded. A complete electronic copy of a student's file is maintained in the document imaging system in a secure shared file.

Admission records are transmitted to the Departmental Graduate Admissions Committee to make an admission decision. When a student completes an Application for Candidacy, the student record becomes a Candidacy record unless the student is non-degree.

Candidacy records are used to monitor students' progress through graduation. Candidacy records include academic notification letters, Core Exam Report, Area Exam Report, application for degree, program of study, final transcript, and candidacy checklist. Student records are never removed from the Office of Graduate Studies office.

All application materials become part of the permanent records of Office of Graduate Studies and will not be returned to the applicant. Access to the material is limited under FERPA (Family Rights and Privacy Act of 1974). Applicants who are not admitted, or who are admitted and do not register, do not have access to their application files. Credentials received from applicants who do not complete the application process or who are not admitted are kept on file for one year and thereafter, destroyed.

Standardized test results are part of the students' permanent record and are under embargo for the first five years from the initial date of the test report. Students in need of a copy of their test results must contact Educational Testing Service (ETS) for copies of their scores during the five-year embargo. Students requesting a copy of their results after the five years' time period must do so in writing. Students must access the appropriate form on the Graduate Studies website to make this written request. This request must be submitted to the Office of Graduate Studies at least three (3) days in advance of the request. A picture ID must accompany the FERPA Release of Information form.

Admission Process

The Graduate School accepts applications from domestic and international students. Prospective graduate applicants must meet the following minimum requirements. All application documents must be submitted to the Office of Graduate Studies.

- Submit an online application for graduate study for the program of interest.
- Hold the equivalent of a four-year baccalaureate degree from a regionally accredited college or university. International students must provide a course-by-course credential evaluation from an approved transcript credentialing service by NACES.
- All students must provide official transcripts from all colleges and universities attended. One of the official transcripts must verify a bachelor's degree with the date of award and the title of the degree awarded.
- Two letters of recommendation from references to attest to the applicant's potential for success in an advanced program of study. Letters from relatives are not accepted.

- Graduate Record Exam scores are required for admission to most graduate degree programs. Score reports must not be older than five years to be considered for admission. Students will have to provide current scores if their score report exceeds the five-year time limit.
- \$10.00 application fee required for non-Mississippi residents.

Some graduate programs require additional requirements for admission such as GPA, resume, goal statement, license, etc. A customized checklist is provided to each applicant to inform him/her of the requirements of the program of interest. International students must provide additional documents such as statement of finances, TOEFL or IELTS (these tests are required if the native country is not English speaking).

Graduate admissions is decentralized in making admission decisions of eligible applicants. Following submission of all required documents, applicants are sent notification of their complete application packet and transmission of their application file to the appropriate department admission committee. Following receipt of the application packet, admission committees are charged with a three-day timeline to review application files to make admission decisions.

The role of the graduate school is to facilitate a seamless graduate admission process. The Office of Graduate Studies sets application deadlines, review application documents for completeness, transmits complete application packets to departmental admission committees, notifies applicants of admission decisions.

Advanced Enrollment in Graduate for Undergraduates

An undergraduate senior student with minimum total cumulative GPA of 3.00/4.00 who is enrolled in the last semester of course work that will complete the requirements for a bachelor's degree, may request advanced graduate admission to enroll in (3) three to six (6) hours of graduate courses provided the total course load does not exceed twelve (12) hours. Courses for seniors are limited to first-year graduate level courses. Graduate courses may not be used as credit toward an undergraduate degree. The combination senior is not considered a graduate student but may apply for admission to a graduate program upon completion of the bachelor's degree.

However, advanced admission to the graduate courses does not guarantee subsequent admission to a graduate program. Courses taken for graduate credit may count toward a graduate degree when/if the student is admitted to a degree program at Alcorn State University and if approved by the program's graduate coordinator and department Chairperson. The Application to Enroll in 500 Graduate Level Course(s)-Undergraduate Senior Only form for admission to the Graduate School must be completed six (6) weeks prior to the beginning of the semester in which advanced admission is sought.

Assistantships

A limited number of competitive graduate assistantships are available to eligible students fall and spring only. Assistantships are awarded for research, administrative, and lab assignments. Students interested in this tuition assistance award must apply by July 15th of each calendar year to be considered. Late applicants are placed on a waiting list if assistantships become available during the fall or spring term. All application materials for admission should be completed before applying for an assistantship. To qualify, the student must have at least an undergraduate GPA of 3.00/4.00 or above. Only one master's or advanced degree is supported.

Students awarded a Graduate Assistantship must remain in good standing academically in order to continue receiving this financial support. Graduate students must maintain a 3.0 cumulative grade point average. Academic probation status will result in permanent forfeiture of the graduate assistantship.

Course and Program Approval

Academic advising is available to all students. Students should consult with their academic advisor regarding enrollment in graduate courses based on the Degree Plan. Students desirous of enrolling in courses at another

university for the purpose of transferring courses must first seek approval of the academic advisor. A Transfer of Credits form and copy of the official transcript must be submitted to the Graduate Office for approval.

Graduate Council

The Council is responsible for development, formulation, and approval of policy affecting the conduct of the graduate program. The voting membership is composed of representatives from each of the areas offering graduate degrees and/or concentrations, the Dean of the School of Arts and Sciences, the Dean of the School of Business, the Dean of the School of Education and Psychology, the Dean of the School of Agriculture and Applied Sciences, and the Dean of the School of Nursing. The Dean of the School of Graduate Studies serves as chairperson of the Council. The chairperson may vote in case of a tie among the voting members.

Delegates are chosen from graduate faculty members in each area offering graduate work and are selected to serve on the council annually. Department chairpersons of areas that are involved in graduate work and are not official delegates may sit in as non-voting members of the Council.

Among the specific responsibilities of the Graduate Council are these:

1. to determine policies of admission, retention, and re-admission to the Graduate School and all other policies related to the conduct and standards of the graduate program;
2. to approve and improve graduate curricula and programs submitted to the Council from the various departments;
3. to recommend policies related to curricular structure, academic standards, examinations, requirements for all degrees, etc.; and
4. to hear all appeals from students and faculty members concerning policies that applies to them

Graduate Faculty

A very distinct feature of the Office of Graduate Studies is its graduate faculty. Graduate faculty represent a wide array of scholarly achievements, backgrounds, interests, and expertise. They willingly share their expertise with students and the university community. Many graduate faculties are showcased throughout the United States and throughout the world for their exemplary professional and research skills. Graduate faculty set the University's intellectual tone through their teaching, scholarship, and research. Graduate Faculty germane to each degree program is published according to the School and degree program.

Graduate Faculty Approval

The policies and procedures for credentialing graduate faculty have been established to provide continuity in adhering to appropriate professional standards for graduate faculty appointment and to provide for routine monitoring of these standards by the Office of Graduate Studies and the Graduate Council. The purpose of graduate faculty criteria and credentialing is to ensure that graduate programs are supervised by faculty who are active in their own research/scholarship/creative activity. Faculty who teach graduate-level courses, advise graduate students, serve on thesis or future dissertation committees, or otherwise participate in graduate education at Alcorn State University must be members of the Graduate Faculty. Graduate faculty appointment is open to persons who meet the appointment qualifications specified in this document. Once approved, graduate faculty status must be renewed based on the type membership status held.

The Graduate Studies Administrator reviews applications for appointment and submits names with attached application and documentation to the Graduate Council for approval.

All graduate faculty appointments are recommended by the department head, affirmed by the Graduate Studies Administrator and approved by the Graduate Council. Faculty must be approved for membership to teach graduate courses and must hold a terminal degree or equivalent.

Graduate Faculty Eligibility

Faculty members are eligible to apply for membership if the following criteria are met:

- Hold a regular faculty appointment (tenure or tenure-track) at Alcorn State University with the rank of assistant professor or higher and;
- Possess a terminal degree (e.g., Ph.D.) appropriate to the academic unit, or equivalent qualifications; and
- Show evidence of continued research, publication, or work relevant to one's field, as recognized by colleagues inside and outside the university, and;
- Meet criteria for one of the three types of appointments: Full Member, Associate, Professional Affiliate.

Types of Appointments

Full Member

To hold and maintain a full member appointment, a faculty member must show evidence of ongoing professional activity. This evidence consists of one or more of the following activities:

- holds a terminal degree appropriate to the discipline
- must hold the title appointment of Full Professor or Associate Professor
- participates in or, upon certification of the Department Chair, will participate in graduate level instruction and advising
- provides evidence of strong research ability as demonstrated by scholarly publication or Creativity
- serve as principal advisor for a thesis committee
- Other appropriate scholarly and/or creative activities

Associate Member

All faculty members who hold an appointment at the rank of assistant professor or above are eligible to apply to be Associate Members of the Graduate Faculty. Normally, associate members do not serve on the Graduate Council; however, in the event that there is no full member of the graduate faculty in a given department, then an associate member may be eligible for consideration. Associate members are appointed for a specific term and are evaluated during their promotion, tenure, and/or post-tenure reviews by the department chair and dean of the academic unit.

Criteria for Selection (must meet all criteria).

- newly appointed tenure track assistant Professor with 50% of teaching assignment in graduate credit
- hold at least a 50% appointment in an academic unit or department and teach graduate courses
- serve on a thesis committee but not as the principal advisor
- possess a record of research/scholarship/creative activities; however, consideration will be given to faculty who have recently earned their terminal degree (Ph.D.) or equivalent...

Professional Affiliate

On occasion it may be important to have someone who does not meet all criteria for Full Member or Associate Member credentialing to teach a specific graduate course or serve on a specific graduate committee. Such individuals may be given the status of Professional Affiliate which is a limited appointment for a specific committee appointment or graduate level course. The length of the Professional Affiliate is dependent on the need of the specific committee or course. A Professional Affiliate would typically be a lecturer, or adjunct faculty member. The criteria applied to Professional Affiliate are as follows:

- individual does not have appointment in an academic unit or program at Alcorn State University
- visiting scholar and or artist in residence
- must be nominated by the Department Chair for a specified

The Nomination Process

Nominations to the graduate faculty begin at the academic unit level. Academic department chairs initiate the nomination process and must provide a detailed justification for each candidate, which must be endorsed by the respective unit dean. The criteria for the type of appointment should be strictly adhered to in recommending a faculty member or advising a faculty member interested in becoming a graduate faculty member. The level of scholarship, research and quality of the applicant's accomplishments activity should be the primary considerations for appointment to the Graduate Faculty. Each discipline or academic unit has the responsibility to provide the Graduate Council with an assessment of how each applicant fulfills the specific criteria for becoming a graduate faculty member.

Only tenured or tenure-track faculty members with the appropriate terminal degree at the assistant professor level or above are eligible for full member appointment. Additionally, regular members may serve on the Graduate Council.

Permission for Non-Graduate Faculty to Teach Graduate Courses at Alcorn State

In special cases, the Graduate School gives individuals who are not members of the Graduate Faculty at Alcorn State permission to teach graduate courses. The Department Chair or Academic Unit Dean submits these requests to the Assistant Vice President for Academic Support and Graduate Studies. The Request for Non-Graduate Faculty to Teach Graduate Courses must include the proposed instructor's curriculum vitae. Approval by the Assistant Vice President for Academic Program Support and Graduate Studies is based on the proposed instructor's credentials being at least equivalent to those of members of the Graduate Faculty who ordinarily teach the course. The request should be submitted to the Assistant Vice President for Academic Support and Graduate Studies at least 30 working days prior to the first day of the first term involved.

Length of Membership Appointment

Appointment of new members to the Graduate Faculty is as follows:

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|------------------------|---------|
| Full Member | 5 years |
| Associate Member | 3 years |
| Professional Affiliate | 1 year |

At the end of the membership term, the member must be re-nominated and reviewed again. The intent is to review the faculty member's recent scholarly productivity, going back as far as 5 years in the case of more senior faculty and 3 years in the case of less experienced faculty. A Graduate Faculty member who is being considered for continued appointment is expected to show evidence of ongoing research and creative activity since the last review.

Responsibilities and Privileges as Graduate Faculty

Members of the Graduate Faculty, as indicated in the Graduate Studies Policy and Procedures Manual, can chair all graduate committees, direct master's thesis, teach 500-level and above courses, serve as representatives of the Assistant Vice President for Academic Program Support and Graduate Studies, serve on educational specialists' exams. Members' service may deal with a specific subset of these responsibilities, relevant to a member's experience, as requested by the department head through the relevant academic dean.

Responsibilities and Privileges of Graduate Faculty members include:

- Vote for faculty appointment on the Graduate Council and in graduate faculty referenda
- Serve on the Graduate Council if elected by the Graduate Faculty within the respective academic unit or appointed by the Provost;
- Vote within the academic unit on graduate program matters including awarding graduate degrees;
- Teach graduate level courses for graduate credit;
- Advise graduate students;
- Serve on supervisory and examining committees for graduate students and other guidance and evaluation committees;
- Direct master's theses
- and, with appropriate approval, serve as mentors and role models and Advisers for other scholarly projects.

Procedure for Applying for Appointment

An application for appointment on the Graduate Faculty originates with the faculty of an academic unit and is submitted to the Assistant Vice President for Academic Program Support and Graduate Studies through the Dean or Department Chair of the unit. The graduate Council reviews and takes action on each application. To apply for appointment, download an application from the Graduate Studies website.

The following process will be used to apply for Graduate Faculty appointment:

- a. Submit an application form for appointment and a full current vita to the academic unit department chair. Other supporting credentials may accompany the application.
- b. The application must be voted on by at least three faculty in the department in which the graduate faculty appointment is being sought who hold the same or higher graduate faculty credentialing status as that being sought. If there are fewer than three qualified faculty, qualified faculty from a related department should be asked to review the application. The decision as to which faculty outside the department should participate must be a joint decision between the department chair and college dean. The vote of the reviewing faculty will be recorded on the candidate's application.
- c. The department chair will make a recommendation to the academic dean, who will then submit a recommendation to the Assistant Vice President for Academic Program Support and Graduate Studies.

Application and supporting credentials should be forwarded to the Office of Graduate Studies Assistant Vice President for Academic Program Support and Graduate Studies and signed by the Department Chair and Academic Unit Dean.

- d. The Assistant Vice President for Academic Program Support and Graduate Studies reviews application and credentials and makes request for any additional credentials or documentation

to support the application. The Graduate Council will be convened and all completed applications will be presented.

e. **Final Decision**

All appointment decisions will be approved by the Graduate Council and will become his final decision of the governing body.

Applications for Professional Affiliate as well as any application made on an emergency basis (e.g., need to make a last-minute substitution on a committee) may be made by the Assistant Vice President for Academic Program Support and Graduate Studies without review by the Graduate Council.

Notification of Appointment

The decision of the appointment of an applicant will be communicated within three business days following the decision of the Graduate Council. If the application is denied, the Assistant Vice President for Academic Program Support and Graduate Studies will forward comments concerning the denial to the Dean/Department Chair and the applicant. The applicant may present additional documentation to the Graduate Council for reconsideration of the application.

Graduate Studies Webpage

The Office of Graduate Studies' website is designed to serve as a communication hub for prospective and currently enrolled students, as well as for the university community. Information is constantly updated to inform customers about noteworthy graduate news, policies and procedures, admission requirements and updates, progress to graduation announcements and information, and garner feedback to improve efficiency and effectiveness of operations and academic programs. It is the responsibility of the student to read information posted to stay informed of all policies and procedures that govern matriculation and degree completion. The site is maintained as a service and the links give students a user-friendly mechanism for accessing important information about graduate business on an ongoing basis. Thus, supporting the mission of the Office of Graduate Studies to promote excellence in all aspects of graduate education. To access the website, visit www.alcorn.edu/academics/graduate-studies.

International Students Admission

Graduate School admission requirements and application procedures are the same for all applicants regardless of citizenship and visa status. International applicants must realize the application process may take a significant amount of time, therefore, they must start early to complete the admission process. In addition to the minimum application requirements, international students must also submit statement of finances to verify they have adequate finances to support their education in the United States, TOEFL or IELTS scores to substantiate they have a command of the English language, and tuberculosis screening results (chest x-ray and blood test). The tests must be done once the student arrives in the United States and must show negative results. The tuberculosis screening is a pre-condition to students being allowed on campus and attending classes. Under no circumstance shall an international student occupy any housing facilities on campus without proof of test screening. Therefore, students must comply with the admission requirement prior to arriving to avoid problems with accommodations in reporting for intake in the Graduate Office Student Services Division.

Online Orientation

The Office of Graduate Studies offers Cyber Orientation to help new, transfer and returning students to have immediate access to becoming adjusted to graduate life at Alcorn State University and being informed. To access the web site, visit www.alcorn.edu/academics/graduate to access the Cyber Orientation module.

Research Subjects

All research involving human subjects must be approved prior to including these subjects in research projects or studies. Prior approval must be obtained from the Alcorn State University Institutional Review Board for the Protection of Human Subjects in Research (IRB). Students must adhere to all requirements established by the IRB Board.

Faculty guiding student research with the intent to use animals in their study must initiate the process for approval. Prior approval must be ascertained from the Institutional Animal Care and Use Committee (IACUC).

External researchers and organizations seeking IRB approval must submit an application for approval to the IRB Board. Careful attention must be given to questions of ethics and human dignity whenever human subjects participate in research for students writing a thesis or research project.

Student Complaints

The Office of Graduate Studies has established clear and appropriate procedures for student written complaints. These procedures are strictly adhered to in resolving issues. An electronic platform is established to allow students to submit complaints and a record is maintained of the students' complaints that can be accessed upon request. Complaints are addressed in a prompt, fair, and consistent manner. To initiate a complaint, students must complete the electronic complaint form published on the Graduate Studies webpage. After review, the complaint is reviewed by the appropriate graduate studies personnel and a timely response is given to the student to address the complaint.

Student Records

The Office of Graduate Studies adheres to university, as well as federal guidelines, related to the rights and restrictions of student records. Graduate admission and progression records of all students are protected by privacy procedures that are instituted by the Office of Graduate Studies. Records are digitized and secured using an electronic student enrollment system with secure access assigned to graduate staff. The release of all student records follows confidentiality procedures and is in accord with state and federal mandates.

Student Responsibility

Students enrolled at Alcorn State University must ultimately assume full responsibility for their actions and must adhere to the rules and regulations as set by the University. Violations of these regulations and/or a demonstrated unwillingness to obey the rules governing conduct may lead to sanctioned disciplinary action by the University. The University Code of Conduct for students is published online and in hard copy in the Student Handbook in section Student Code of Conduct Handbook. The University holds all students responsible for reading the handbook. Failure to read the Student Handbook does not excuse one from following the rules and regulations, therefore, students are urged to read this Handbook thoroughly. In addition, students are required to acknowledge receipt of and responsibility for reading the handbook by signing and returning an acknowledgement receipt.

Student Support Services Staff

Graduate students have access to University student services to meet their academic and non-academic needs. Qualified and experienced student support staff are available. Graduate staff provide admission, degree completion, technology, and international support services to students. Staff also coordinate others services students need through collaboration with student support offices such as Financial Aid, Office of Student Records, Housing, Goldcard, Registration, Business Office, and Global Programs.

Tuberculosis Screening

International students seeking admission at Alcorn State University must comply with the Institutions of Higher Learning (IHL) Admission Policy for International students relative to communicable disease screening. To comply, students must submit proof of test screening after arrival in the U.S. Arrival should be planned to allow adequate time to complete these tests to submit the results. The chest x-ray and blood test must be conducted by an authorized and licensed health care provider. An acceptable test result is “negative”. Laboratory reports must state the findings. Individuals who screen ‘positive’ will not be admitted. Test results must be submitted in a sealed envelope from the healthcare provider or submitted by secure electronic means from the healthcare provider. Students in non-compliance of this admission requirement will not be permitted to complete registration, attend classes, or reside in the residence halls until this requirement has been met. Students are not permitted on campus if acceptable tuberculosis results are not on file.

Tuition and Fees

The standard tuition rate for an academic year at Alcorn State University is published each semester and summer term for all regularly enrolled graduate students. Official tuition and fees are maintained on the Office of Finance and Administration and Office of Student Records websites. Students must confirm the amount of tuition and fees with the Business Office each semester of enrollment. To access the current detailed fee schedule, visit the Alcorn State University web site (www.alcorn.edu) and select the “Current Students link, followed by selecting the link for “Registration”.