

DEPARTMENT OF BIOLOGY UNDERGRADUATE GRADUATION REQUIREMENTS

EFFECTIVE FALL 2017 {DECEMBER GRADUATES}

- You must have passed or currently be enrolled in all the courses you need for graduation. You cannot apply for graduation and come back another semester to complete your remaining courses.
- You must have a minimum cumulative 2.00 GPA.
- You must pass all BIO & BIOL courses with a “C” or better.
- You cannot apply for graduation with incomplete (“I”) grades on your transcript.
- You must complete 120 hours of community service (60 hours for transfer students). Please check with the Alice Varnado Harden Center for Service and Community Engaged Learning for due dates (<http://www.jsums.edu/studentlife/community-service/>).
- You must pass the English Proficiency Examination (ENG 400) OR ENG 399, Functional Writing with a grade of “D” or better.
- You must have 124 EARNED credit hours to graduate. The 124 hours must be all the courses listed on your curriculum sheet for your specific concentration. You do not need the 124 hours to apply for graduation, but you must be enrolled in enough hours to equal 124 by the end of the semester that you are applying for graduation.
- If you are using transfer courses toward your degree, those courses must be listed on your Jackson State University transcript BEFORE applying for graduation. The courses must not have JSU XXX listed by them. If a course is listed as JSU XXX, see Ms. Drummond to have it articulated.
- If you are exempt from the foreign language requirement, this exemption must be listed on your Jackson State University transcript. Please see the registrar if it is not listed.
- The Biology Academic Advisor’s list is on the Department of Biology’s webpage (<http://www.jsums.edu/biology/>) and also posted on the Department of Biology information board located on the third floor of John A. Peoples outside of room 335.
- Form #1: Degree Completion Form
You must meet with your BIOLOGY academic advisor twice to have a transcript evaluation completed, the semester before you are applying for graduation {PART A} and the semester you are graduating {PART B}.
PART A must be completed and signed before the last day to add a class (See the JSU Academic Calendar for this date). You will list your current semester courses and your remaining courses.
PART B: You must have your advisor sign off on the form to verify you are enrolled in your remaining semester courses. This is completed in the semester you are applying for graduation. All of your remaining courses must be listed on your current semester schedule before your advisor can sign your form.
- Form #2: Prospective Undergraduate Application
This form must be completed in the semester you are graduating. DEPARTMENTAL due dates will be clearly posted on the Department of Biology information board located on the third floor of John A. Peoples outside of room 335. The DEPARTMENTAL due date is 10

(TEN) business days before the UNIVERSITY date to apply online. **Graduation applications will not be accepted after the posted DEPARTMENTAL due date.**

- You will receive your graduation pin number from the Academic Advisement Coordinator BY EMAIL. As soon as you receive your pin number, go to your JSUPAWS account, click “Student Graduation Clearance Process”, and complete the Online Graduation Clearance and the Graduating Student Exit Survey. Print out the Certificate of Survey Completion from the Graduating Student Exit Survey.
- It is your responsibility to check the JSU homepage (www.jsums.edu) and JSU’s Commencement webpage (www.jsums.edu/commencement) for any information regarding the graduation process (e.g. fees, cap and gowns, pictures, deadlines...). It is also your responsibility to check with other areas on campus to ensure you have no other obligations that may prevent you from receiving your degree (e.g. financial services, community service...).

APPLICATION PROCESS

1. THE SEMESTER BEFORE YOU ANTICIPATE GRADUATING
 - a. Meet with your advisor to complete Form 1, Part A.
 - b. Check to see how many community service hours you still need.
 - c. Make sure you do not have any incomplete (“I”) grades on your transcript.
 - d. Make sure your transfer classes are listed and articulated on your JSU transcript.
2. THE SEMESTER YOU ARE GRADUATING
 - a. Meet with your advisor to complete Form 1, Part B.
 - b. Complete Form 2.
 - c. Turn in Form 1 and Form 2 to Ms. Drummond (JAP 323) by the DEPARTMENTAL due date which is 10 business days before the UNIVERSITY date to apply online.

SUBMIT ALL FORMS TO:

**LADONNYA DRUMMOND
ACADEMIC ADVISEMENT COORDINATOR
ROOM 323, JOHN A. PEOPLES SCIENCE BUILDING
LADONNYA.S.DRUMMOND@JSUMS.EDU
601-979-2586 (BIOLOGY OFFICE)
601-979-7009 (OFFICE)
601-203-5139 (FAX)**