

JACKSON STATE UNIVERSITY

JACKSON, MISSISSIPPI

**CLEARANCE-OF-DUTIES CERTIFICATE
FOR
INSTRUCTIONAL PERSONNEL**

Name

Date

Semester or Summer Session

Department

College

This document, properly executed by designated officials, certifies that the instructor has satisfactorily completed assigned responsibilities for the academic semester, year or session in question, as specified below:

1. I have completed the appropriate responsibilities as indicated below.

Instructor

2. Keys, equipment, supplies, desk copies of textbooks, distribution of grades, final examination of each course taught and other pertinent materials belonging to Jackson State University have been received or accounted for as appropriate for the semester/session in question.
3. Grades for semester/session (incompletes and failures explained) and roll book have been received and are in good order.
4. Pre and post test results for all of your classes.

Departmental Chairperson

This completed document should be forwarded to the School Dean who will submit it to the Vice President for Academic Affairs.

Revised: November 1998