

# DEPARTMENT OF BIOLOGY UNDERGRADUATE GRADUATION REQUIREMENTS

- You must have a minimum cumulative 2.00 GPA.
- You must pass all BIO & BIOL courses with a “C” or better (Or PX during the Spring 2020 semester).
- You cannot apply for graduation with incomplete (“I”) grades on your transcript.
- 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. You cannot apply for graduation and come back another semester to complete your remaining courses.
- 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, email Dr. LaDonnya Drummond, Department of Biology Academic Advisement Coordinator 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 contact Admissions if it is not listed.
- The Biology Academic Advisor’s list is on the Department of Biology’s webpage <http://www.jsums.edu/biology>
- You will receive your graduation pin number from Dr. Drummond BY EMAIL to your JSU Student email account. As soon as you receive your pin number, go to your JSUPAWS account, click “Student Graduation Clearance Process” and complete the Online Graduation Clearance.
- It is your responsibility to check the JSU homepage ([www.jsums.edu](http://www.jsums.edu)) and JSU’s Commencement webpage ([www.jsums.edu/jsucommencement](http://www.jsums.edu/jsucommencement)) 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.

## APPLICATION PROCESS

1. The semester before you anticipate graduating:
  - a. Meet with your advisor to ensure you are on track to graduate.
  - b. Make sure you do not have any incomplete (“I”) grades on your transcript.
  - c. Make sure your transfer classes are listed and articulated on your JSU transcript.
2. The semester you are graduating:
  - a. Complete the Department of Biology Graduation Application to receive your graduation alternate pin number. Biology’s application due date is 10 business days before the University’s last date to apply for graduation. Biology’s application is located on the Department of Biology homepage near the bottom of the page.