JACKSON STATE UNIVERSITY ■ COLLEGE OF BUSINESS
APPROVAL AND CLEARANCE FOR DEGREE FORM
(NOTE: This form is designed to be completed by the Faculty Advisor.)

Student_____JNumber_____Cell_____E-mail_____

Major_____Department_____Advisor_____Advisor's Extension_____

Transfer Student ☐ Yes ☐ No--# of Transfer Hours_____|Expected Graduation Date ☐ Fall ☐ Spring ☐ Summer Month____Year____

FOREIGN LANGUAGE REQUIREMENT (2 courses, 1 single foreign language)

☐ Met   ☐ Not Met   **NOTE: Students who met the foreign language requirement in high school must take 6.0 hours of non-business electives.**

Comments_____

UNDERGRADUATE ENGLISH PROFICIENCY EXAM REQUIREMENT (UEPE)

☐ Passed   ☐ Failed Date_____   **NOTE: Students who are not successful on the English Proficiency Exam must take ENG 399 (3).**

If ENG 399 Required: Semester Enrolled_____ Grade_____

COLLEGE OF BUSINESS EXIT EXAM—MAJOR FIELD TEST IN BUSINESS

Semester Taken_____Score_____Not Taken_____Scheduled to take current semester on _____Other_____

GRADE POINT AVERAGE, QUALITY POINTS, AND QUALITY HOURS *(at date of clearance)*

	Requirements Met		GPA JSU Cumulative *(institution only)*		Requirements Met		GPA College of Business Courses in Curriculum Only		Requirements Met		GPA Major
	Yes (X)	No (X)			Yes (X)	No (X)			Yes (X)	No (X)	
GPA				GPA				GPA			
Quality Points				Quality Points				Quality Points			
Quality Hours				Quality Hours				Quality Hours			

JSU Hours Earned_____Transfer Hours Used_____Hours Needed to Complete Degree_____ Hours Expected to Earn in Curriculum _____

Hours for Developmental Courses(excluded)_____ Hours for ENG 399 (3.0) excluded_____Enrolled Hours_____Hours Still Needed After Current Semester_____

REMAINING COURSES

Course Number	*Credit Hours*	*Course Number*	*Credit Hours*	*Course Number*	*Credit Hours*
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

COMMUNITY SERVICE HOURS (CSH) (Required for students who enrolled at JSU starting in January 2010.)

Community Service Requirements: Non-Transfer Students – 120 Hours   Transfer Students – 60 Hours

Student's JSU Enrollment Date: _____ Transfer Student: _____ Yes _____ No

CSH Required by Student_____ CSH Earned by Student _____ CSH Required by End of Semester _____CSH in Progress_____

☐ Met   ☐ Not Met

SENIOR-EXIT REQUIREMENTS

☐ Yes ☐ No | The Faculty Advisor instructed the student to complete the senior exit documents including: *(1) College of Business Exit Questionnaire; (2) JSU Graduating Student Exit Survey/Graduating Student Satisfaction Survey; and (3) Resume.*

Comments / Concerns: _____

_____

_____

NOTE: "Students who do not clear graduation requirements for the intended commencement must reapply."

DEPARTMENTAL APPROVAL STATUS

☐ **Approved** *(submit to Department Chair)*   ☐ **Approved** *(submit to Office of the Dean for review and approval)*

☐ **Not Approved** *(meet with student; retain in student's file)*   ☐ **Not Approved** *(return to advisor with comments; retain in student file)*

_____   _____

ADVISOR'S SIGNATURE   **DATE OF REVIEW**   **DEPARTMENT CHAIR'S SIGNATURE**   **DATE OF REVIEW**

_____

STUDENT'S SIGNATURE   **DATE OF REVIEW**