

JACKSON STATE UNIVERSITY ■ COLLEGE OF BUSINESS
APPROVAL AND CLEARANCE FOR DEGREE FORM

Student _____ JNumber _____ Cell _____ E-mail _____
Major _____ Department _____ Advisor _____ 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 _____

ENGLISH PROFICIENCY REQUIREMENT

☐ 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 _____ Comments _____

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											
Quality Points											
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

Non-Transfer Student--120 Hours / Transfer Student--2 years--60 Hours / *Transfer student --1 year --90 Hours **Note:** Students must complete 30 community service hours per academic year.
Total Community Service Hours Required by this Student _____/*Other (explain) _____
Total Community Service Hours Earned (as shown on student's JSU academic transcript) _____
Community Service Hours Needed by the end of the semester in which this student intends to graduate _____
Note: After earning such, the student must ensure that the remaining required hours have been posted on his/her transcript. The Faculty Advisor is requested to follow up with the student as well.
☐ Met ☐ Not Met

SENIOR-EXIT REQUIREMENTS

☐ Met (Please check the items listed below.) ☐ Not Met (The Faculty Advisor must request that the student complete each item.)
☐ College of Business Exit Questionnaire ☐ JSU Graduating Student Exit Survey/Graduating Student Satisfaction Survey ☐ Resume
☐ Faculty Advisor has attached student's completion certificates for each instrument and resume to the student's graduation application.
☐ Faculty Advisor has attached the student's senior-exit confirmation document from Ms. Swanier.

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 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 _____