The Department of Communication provides each student with an academic advisor, a faculty member with expertise in a student’s communication discipline, who will work with each student throughout that student’s stay at Jacksonville State University. While it is the responsibility of each student to take charge of and plan her/his course of study here at the university, a faculty advisor, to ensure a smooth graduation, provides guidance as an advisee makes those decisions.

**Pre-Graduation Plans**

Students must plan ahead of time in order to meet their graduation plans, especially in terms of timing. To be proactive, they must check and be familiar with their academic records.

**Graduation Procedure**

- Meet with advisor for advisement as often as determined by you and your advisor.
- Obtain a rising senior evaluation from your advisor.
- Graduation is not automatic. A graduating senior must complete an application for degree form in order to be approved for graduation. Determine with your advisor the appropriate time to apply for graduation.
- When it is determined that you are ready to graduate, go to the department secretary and collect graduation application and instructions for completing the form. Complete and submit the form to the secretary.
- The head of department will send you a letter regarding the status of your application for graduation. If your application is not approved, the letter will point specifically to what you need to do in order to be ready for graduation.
- Upon completing such deficiency or deficiencies, you will reapply for graduation.
- Be aware that there is a fee for graduation. That fee may change with time, so it is best to contact the registrar’s office (256-782-8270) for the correct amount.

**Requirements for Graduation**

Our 2013 self-study data suggest that some students are still unaware of the content of the Graduation Requirement form we appended to every syllabus in the department in 2007 (see a sample of this form next page). So, we developed and have adopted, with immediate effect, the following measures to improve students’ knowledge of graduation requirements.

(a) Students must bring the Graduation Requirements form to each advisement session.

(b) Students will discuss with advisor the contents of the form. “Is it clear? How could we improve it so that students will know more about graduation requirements?”

(c) On the column for "Expected Completion," student will indicate the semester during which he or she plans to fulfill that requirement. That will give the student a realistic estimate of when s/he will be able to graduate.

(d) A copy of the Graduation Requirements Form is posted on department’s website so that students will have ready access to the form.

(e) Each advisement meeting will be recorded by the advisor in the regular advisement form which the student and the advisor normally sign at the end of each meeting.
Graduation Requirement Form

Dear Communication student, this form is for your own record. We want you to use this form to evaluate yourself to assist you in knowing how far or how close you are to graduation. Note that this form is not a substitute for the university catalog, the student handbook or for consultation with your advisor regarding your graduation status. Keeping your own record here facilitates that process.

### YES | NO | EXPECTED COMPLETION
--- | --- | ---
1. Completed 32 residency hours (i.e., at JSU)? | | 
2. Has no more than 12 hours of correspondence work? | | 
3. No more than 12 semester hours (or equivalent) in journalism transferred from junior college? | | 
4. Completed General Studies? | | 
5. Completed Remedial courses (if applicable)? | | 
6. Has a minor area of study? | | 
7. Completed the required 128 hours with 2.0 average on all work? | | 
8. Has “C” or better on each minor & major course? | | 
9. Has 36 hours of courses in 300 or above level? | | 
10. Has 12 hrs. advanced work in major at JSU? | | 
11. Has 6 hrs. advanced work in minor at JSU? | | 
12. Has the required 39 or 45 hours in communication? | | 
13. Has passed the ECE? | | 
14. Has taken the CBASE? | | 
15. Has taken the exit-exam? | | 
16. Has met the 72/50 or 72/53 requirement? (Consult with your advisor on this) | | 
17. Has passed appropriate capstone course? | | 
18. Has had an exit interview? | | 
19. Has completed & presented a portfolio? | | 
20. Has satisfied all departmental requirements? (Consult with advisor) | | 

**Important notes**

- There will be no early exams. Exams will be taken at university scheduled times, except under extraordinary circumstance.
- For any of the listed items in the table which are not clear to you, consult with your advisor who will be very willing to explain that to you.
- Graduation is not automatic. Student must apply in order to graduate, and to do so, please go to the department secretary to obtain necessary papers and directives.

*(Graduation requirements revised: 2/7/13)*