

2025-2026

GRADUATION APPLICATION CHECKLIST & PROCEDURES

Division of Journalism

Congratulations! You are at the end of your undergraduate academic journey.
These are the procedures to complete the process for applying for graduation.

POTENTIAL GRADUATE ACTION ITEMS:

1. Review your Academic Requirements in iRattler.

(All requirements should be collapsed which indicates being SATISFIED)

2. Submit Documents via Outlook Forms to your academic advisor.

You will need your FAMU login credentials to complete this process

- Graduation Audit Form. <https://rb.gy/cinn52> (Copy and Paste)
- Student Intent to Graduate Form. (Scan QR Code) 
- Unofficial Transcript.



3. Contact your Academic Advisor to verify receipt of information.

4. Department reviews graduation application. (Weekly)

- If Eligible, Department places ETA Hold (Eligibility to Apply) in iRattler.

5. Student applies online– via iRattler before university’s deadline.

Please adhere to FAMU’s academic calendar

6. After grades post, Department Chair Approves or Deny graduation application.

- If Denied, Department Chair e-mails student to their FAMU E-mail.

Forms are located on FAMU School of Journalism and Graphic Communications Department Website

Commencement participation does not guarantee graduation. Student must complete all academic requirements and earn a minimum 2.5 G.P.A. for degree confirmation. All transfer credits must be posted, incomplete (I) grades must be changed to a letter grade and all balances must be cleared (\$0) to receive your degree. Student must contact their department chair for any concerns with their graduation application or degree status. **All inquiries can be e-mailed to sjgc@famu.edu.**