



THINK ~ WORK ~ SERVE

DECEMBER 2009 GRADUATES INFORMATION (UNDERGRADUATE AND GRADUATE)



GRADUATION APPLICATION

All prospective candidates must have an application for graduation on file in the Records Office.

REMINDER

All prospective graduates receiving baccalaureate degrees are to take the ETS Academic Profile (Short Form) as a general education exit examination. If you have not taken this exam, please register for it TODAY! No makeup exams will be given. If you have questions please call the Testing Center at 963-7111.

NO EARLY EXAMINATIONS

No early examinations are given for prospective graduates. All students are to continue in their classes and take examinations during the final examination period. Faculty members are instructed not to administer early examinations for any reason. Please adjust your activities to accommodate the final examination schedule.

PARTICIPATION IN COMMENCEMENT CEREMONY

In order to participate in the Commencement Ceremony, students must meet the following requirements:

- Applied for graduation prior to the deadline for anticipated graduation semester.
- Currently enrolled in all courses or credit hours needed to complete requirements by the end of the semester.
- Completed the ETS Academic Profile prior to or during the semester in which graduation application was submitted.
- No outstanding courses/deficiencies beyond the semester of which the application was submitted.

Approval is granted based on verification of having met all the aforementioned requirements. No exceptions are made.

Moreover, participation in the ceremony does not confirm clearance for receipt of a diploma. Applications are filed in advance to facilitate review and preparation for the Commencement Ceremony. Do not cite the fact that you participated in the ceremony as evidence that you graduated. It is your responsibility to obtain a copy of your transcript showing the posting of your degree.

Students who changed concentrations/majors and did not submit an application for graduation and/or missed the deadline date must apply for the next graduation.

Students who graduated but did not participate in a Commencement Ceremony are not eligible to participate in subsequent ceremonies.

Names cannot be printed in the commencement program for students whose applications are pending once it has been submitted for printing.

ACADEMIC REGALIA

Caps and gowns will be available in the TSU Bookstore beginning December 7-December 11, 2009. The Bookstore has a printout of all prospective graduates who applied for graduation and meet the initial requirements.

Only students who have been cleared to participate in the ceremony will be able to pick-up regalia. A late processing fee of \$10 will be charged by the Bookstore to students who have not picked up attire by December 11, 2009.

INVITATIONS

Personalized invitations may be ordered through the TSU Bookstore. Un-imprinted invitations will also be available in the Bookstore.

STUDENTS GRADUATING WITH HONORS UNIVERSITY HONORS

Honors cords will be supplied by the Bookstore for undergraduate students designated by the Records Office as graduating with honors (*Cum Laude*, *Magna Cum Laude* and *Summa Cum Laude*). Honors designations appear on the printout of graduates received from Records by the Bookstore. In order for the Honors designation (minimum 3.25) to appear on the commencement program, it must have been achieved a semester before graduation.

Students in the Honors Program who have met requirements for "University Honors" from the Honors Program will receive Honors Cords through the Honors Office in the Learning Resources Center.

COMMENCEMENT REHEARSAL

FRIDAY, DECEMBER 18TH, 4:00 P.M. PROMPTLY

DISTRIBUTION OF NAME CARDS 2:00-3:30 P.M.

All students participating in the ceremony must attend rehearsal.

COMMENCEMENT CEREMONY

SATURDAY, DECEMBER 19TH, 9:00 A.M. – GENTRY

All candidates must arrive between 7:30-7:45 a.m.

Kindly be advised that the doors to the Gentry Center will close promptly at 9:00 a.m. – Inform your guests.

DIPLOMAS/TRANSCRIPTS

Diplomas will be mailed to the address listed on the students' application for graduation. If your address has changed since you completed the graduation application, please submit a change of address form to the Records Office by the end of December. Your degree will be posted and your transcript will be available by January 29, 2010. Diplomas will be mailed by February 19, 2010.

For more information on commencement, please go to the University's Official Commencement Website at www.tnstate.edu/commencement.