GRADUATION APPLICATION
Prospective graduates must have an application for graduation on file in the Records Office.

REMINDER
Prospective graduates must take the ETS Academic Profile (Short Form) as a general education exit examination. Register TODAY if you have not taken this exam! No makeup exams will be given. If you have questions 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 certification of the above. No exceptions are made.

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 Do not cite the fact that you participated in the ceremony as evidence that you graduated.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 August 1, 2011. The Bookstore has a printout of each person who meets 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 August 5, 2011.

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

STUDENTS GRADUATING WITH 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 AND DISTRIBUTION OF NAME CARDS
Friday August 12, 2011 Gentry Center

DISTRIBUTION OF NAME CARDS 2:00-3:30 P.M.
REHEARSAL 4:00P.M.

COMMENCEMENT CEREMONY
SATURDAY, AUGUST 13 – 9:00 A.M. – GENTRY

All graduates must arrive by 7:45 a.m.

The doors to the Gentry Center will close promptly at the time indicated above or once capacity has been reached.

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 August. Your degree will be posted and your transcript will be available by August 31, 2011. Diplomas will be mailed by September 23, 2011.

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