

Commencement Exercises. The University holds commencement exercises in May, August and December of each year. Students are encouraged to participate in these exercises. Students who do not plan to attend should contact the Records Office for procedures to follow to secure their diplomas.

Academic Attire, Pictures, and Invitations. All of these activities are coordinated through the University Bookstore on the main campus. Contact the bookstore for further information. *College of Business graduates are expected to dress in professional business attire for graduation. No gum chewing and no phones!!*

Rehearsal. All students who plan to participate in Commencement must attend rehearsal, generally held on the Friday afternoon preceding Saturday Commencement. Rehearsal is held in the Gentry Center. Instructions are given on conduct, wearing academic attire, assembling, and receiving diplomas.

Clearances. It is the prospective graduate's responsibility to ensure that all obligations to the University have been met prior to the date clearances are issued by the Registrar. All library materials should be returned or accounted for, accounts cleared with the business office and Financial Aid, departmental materials or equipment returned or accounted for, etc.

Refiling for Graduation. If for ANY reason you do not qualify to graduate, you MUST refile for graduation by the date applications are due for the new semester in which you plan to graduate.

Good Standing. Graduation applications are not filed for seniors on academic probation or for students who have deficiencies which have not been removed by the date applications are due in the Office of Undergraduate Studies.

Honors. Students who graduate with honors are recognized at commencement by wearing gold cords with academic attire. Honors cords are secured with academic attire from the bookstore. Students that graduate with the following GPAs will be honored at graduation with the following designations:

3.75 or higher: Summa Cum Laude

3.50 – 3.74: Magna Cum Laude

3.25 – 3.49: Cum Laude

Residency. Twenty-four (24) of your last 30 hours must be completed in residence. Thus, 6 of your last 30 hours may be taken elsewhere with appropriate College of Business approvals. MGMT 4500 must be taken at TSU.

Transfer Credits. Students who have approval to take courses at other institutions during their last semester should have transcripts forwarded to the TSU Records Office as promptly as possible. They should consult the Registrar for instructions on participating in commencement.

Testing. The Senior Exit Exam (ETS-SF) is a graduation requirement for all undergraduates. The College of Business may have other exit requirements for its majors. The Senior Exit Exam (ETS-SF) is given as a part of the Tennessee Higher Education Commission's evaluation of instruction and assesses general knowledge and functioning in communication, observing, problem solving and other areas. Content of the test is not designed to measure knowledge of your major. The Senior Exit Exam should be taken the semester in which you plan to graduate.

Career Services. Seniors are encouraged to utilize the services of the College of Business Placement Office and the University Career Development Center for employment and professional school information as well as to refine their interviewing and other job search skills. The College of Business Office of Placement is located in Suite H on the Avon Williams Campus and the University Career Development Center is located on the third floor of the Floyd-Payne Campus Center on the main campus. Services rendered by the centers are very valuable in your job search now and in the future. Students are strongly encouraged to have their resumes posted on Tiger Track.

TSU National Alumni Association. All graduates are inducted into the Tennessee State University National Alumni Association during Commencement ceremonies. Graduates are encouraged to inform the Office of Alumni Affairs on campus of their new addresses as soon as they are located. The Alumni Affairs office will provide information on the nearest TSU Alumni chapters. Fellow TSU alumni can provide valuable assistance and contacts for recent graduates.

College of Business graduates are also encouraged to become a part of the College of Business Alumni Alliance and to keep the College informed about current contact information. Visit the College of Business website at www.cob.tnstate.edu to register your contact information.

