



STEPS FOR COMPLETING THE COLLEGE OF BUSINESS GRADUATION CLEARANCE PROCESS

- Step 1 File a Graduation Application with the Records Office in accordance with posted deadlines. You can access this application at www.tnstate.edu/commencement
- Step 2 Be certain to have FULL ADMISSION into the College of Business. Students will not be cleared for graduation without full admission.
- Step 3 At least one semester prior to graduation, complete the College of Business Graduation Clearance Packet.
- Step 4 Return the following information to the College of Business on the Avon Williams Campus:
- _____ Graduation Application Form
 - _____ Current Resume – Please email to:
jroberts6@tnstate.edu
- Step 5 Make an appointment with Julie Roberts at 615-963-7138, in order to complete the College of Business Graduation Clearance. Specific degree requirements and a tentative schedule for the remaining semester(s) will be outlined during this appointment.
- Step 6 Complete all required coursework and exams in accordance with the CoB Graduation Clearance, and look forward to graduation!

