



College of Graduate Studies

TENNESSEE TECH

Graduation Checklist

-  Apply to graduate via your Eagle account. It is necessary to apply to graduate in order to have a degree/certificate conferred even if you do not intend to participate in commencement. Summer graduation – apply by February 1; Fall graduation – apply by June 1; Spring graduation – apply by Sept. 1. If you later need to change your graduation term after you have applied, you will need to contact Graduate Studies (gradstudies@tntech.edu).
-  You must submit separate graduation applications for degrees and certificates. If your certificate program is not showing in Banner/Degree Works, you will not be able to apply until it is set up. Contact Graduate Studies if you have trouble applying for a degree or a certificate.
-  Be sure you are enrolled in a Graduate Course approved by your advisor during the semester your degree is to be awarded.
-  Certificate earners do not participate in commencement ceremonies.
-  Get your cap and gown. Caps and gowns may be picked up during Senior Salute. There is no charge to pick up your cap and gown. Caps and gowns will also be available in the University Bookstore or can be ordered directly from the vendor at <https://tntech.shopoakhalli.com/purchasewizard/Welcome>. For questions regarding caps and gowns please reach out to the University Bookstore at bkstentech@bncollege.com or call 931-372-3435.
-  Clear any outstanding debts (including parking tickets).
-  Be sure to review and update (if necessary) your current Mailing address (not permanent, emergency, or other) by going to Tech Express, click on the Eagle Icon, click the Personal Information link, click view addresses and phones, scroll to the bottom, and select update addresses and phone, select **current** beside your Mailing address, and update it appropriately if needed. It is a good idea to put an end date on any prior mailing addresses to show they no longer apply. **This address will be used to mail diplomas and certificates.**
-  If your name has changed and you wish to have the new name on your diploma, be sure to submit name change information to the Registrar's office in order to officially change your name in the system and have your new name printed on your diploma. Please notify Graduate Studies when you have submitted name change information to the Registrar's office so that we can also update our records. Link to update your information: <https://www.tntech.edu/records/studentinformationchanges.php>.
-  If your records are flagged as "confidential" your name will not be released for any commencement publications (e.g., proofs of graduation photos, hometown news releases, commencement program, and graduates' t-shirt) that are made available to the public. To check your setting, go to your Tech Express account page and then click on the green button area labeled as Information Release Authorization to the

left of the page. You will then make sure the toggle button is to the left (or gray) if you wish to remove the confidential flag (button to the right (purple) means records are marked as confidential). Note: Due to deadlines to have t-shirt printed and the commencement program prepared, it is possible your name will not appear on these if your record was marked “confidential” at the time these lists had to be submitted for printing.

-  Review your graduation analysis email and verify that any requested forms (e.g. appointment of advisory committee, PhD admission to candidacy exam, substitutions, transfers, exception requests, or course validations) that were listed as needed have been submitted and received by Graduate Studies.
-  Check for completion of course requirements in Degree Works. If you have an incomplete “I” or a Not Reported “NR” for a course, be sure a grade is assigned by your instructor by the deadline. A student will not be able to graduate without a grade assigned.
-  Review your graduation analysis email and Degree Works for outstanding non-course requirements needed such as comp exam results, thesis/dissertation or project defense results, certificate of approval (signature page) for thesis/dissertation, thesis/dissertation paper submission to ProQuest and the PhD Survey of Earned Doctorate. Be sure all are completed by the College of Graduate Studies deadlines for each.
-  Check the TTU commencement website (<https://www.tntech.edu/commencement/>) for the time you should arrive for commencement. Graduate Studies is represented by graduates at both ceremonies. To determine the time you should attend, look to see which ceremony lists the college from which you are earning your graduate degree (e.g., an MBA graduate will attend the ceremony listed for the College of Business). All graduate students will sit in the Graduate Studies designated seating area in the Hoop. The website also offers answers to most graduate questions regarding commencement.
-  Arrive at least one hour before the start of the commencement ceremony. This will allow for enough time to find parking, get your name card, get help with properly putting on your hood, and to be seated in the Hoop in the Graduate Studies section.
-  Review hooding video on the TTU commencement website under Regalia Guidelines (or YouTube <https://youtu.be/RbSYQKdZANY>) for help with how to wear your hood. Assistance will also be offered in the Academic Wellness Center where you will pick up your name card.
-  In the weeks before and after commencement, check your student email often for possible important communications from Graduate Studies.
-  Diplomas/certificates will be printed and mailed by a vendor called Parchment. In the weeks after commencement, Parchment will send out emails to graduates regarding digital copies of their diplomas and you will be asked to verify your mailing address for your official diploma. If you have recently moved, it is also a good idea to have your mail forwarded to your new address with the United States Postal Service.

For additional information, see the Graduate Studies Calendar:

<https://www.tntech.edu/graduatestudies/gcalendar.php>.