



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 submit a [Change of Graduation Term Form](#) in order to have your application moved to the new term.
- ✿ 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 or certificate 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. 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>. There is no cost for your cap and gown; however, if ordered, there is a shipping charge. 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). A diploma or certificate will not be mailed until debts are cleared.
- ✿ Be sure to review and update (if necessary) your current Mailing address (not permanent, emergency, or other) in Eagle. In Tech Express, click on the Eagle Icon, click the Personal Information link, click view addresses and phones, scroll to the bottom, 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. **Your current Mailing address will be used to mail diplomas and certificates regardless of the address you submitted when you applied to graduate. You have until commencement day to make a change to your mailing address.**
- ✿ 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, printed or digital commencement program, and graduates’ t-shirt) that are made available to the public. **CHECK YOUR SETTING:** Go to your **Tech Express** account page and then click on the **Information Release Authorization** button (in green) to the left of the page. You will then move the toggle button to the left (button will change to white and toggle area will be gray) if you wish to remove the confidential flag. If you leave or move the toggle button to the right (button will be purple), this means your records will remain 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 is marked “confidential” at the time these lists are pulled and submitted for printing.
- 🎓 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 requirements needed such as appointment of advisory committee/admission to candidacy forms, substitutions, course validations, 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 (as applicable). Be sure all are completed by the College of Graduate Studies deadlines for each. **Graduate Studies Calendar:** <https://www.tntech.edu/graduatestudies/gcalendar.php>
- 🎓 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.
- 🎓 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 videos/information on our [Graduation & Commencement](#) website page under Graduate Hooding for hooding instructions. Hooding assistance will also be offered in the Academic Wellness Center where you will pick up your name card. **Note:** Doctoral graduates will receive their hoods during the hooding ceremony at commencement.
- 🎓 Check your student email often for possible important communications from Graduate Studies regarding graduation with your degree/certificate and about commencement ceremonies.
- 🎓 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 with the United States Postal Service.

For additional information email gradstudies@tntech.edu.