



College of Graduate Studies

TENNESSEE TECH

Contact us: gradstudies@tntech.edu; 931-372-3233

Graduation Checklist

Apply to Graduate

- Apply to graduate via your Eagle account (or Degree Works if option available). It is necessary to apply to graduate in order to have a degree or certificate conferred even if you do not intend to participate in commencement. Deadlines: Summer graduation – apply by February 1; Fall graduation – apply by June 1; Spring graduation – apply by Sept. 1. *Need to change your graduation term after you have applied?* Please submit a [Change of Graduation Term Form](#) in order to be reviewed for degree or certificate conferral in the new term.
- If enrolled in multiple programs (i.e. degrees, certificates), you must submit separate graduation applications for each program as you near completion of respective requirements. If you are pursuing a program that is not currently appearing as an option under your degree drop-down menu in Degree Works, please contact Graduate Studies. You will be unable to apply to graduate from that program until it is active.

Check Degree Works and Graduation Analysis Email (sent during final semester)

- Be sure you are enrolled in a Graduate Course approved by your advisor during the semester your degree or certificate is to be awarded (policy 271).
- Check for completion of course requirements in Degree Works. Verify that you have met or will be enrolled in all credits needed for Degree Completion.
- If you have an incomplete “I” or a Not Reported “NR” grade for a course, be sure a grade is assigned by your instructor. The deadline for the removal of incompletes can be found on the Graduate Student Calendar (link below). A degree will not be awarded with an “I” or “NR” course on the graduate record.
- Review your graduation analysis email for any noted outstanding course or non-course requirements and for requested forms as applicable (e.g. substitutions, exceptions, transfers, and course validations). Non-course requirements might include advisory committee/admission to candidacy forms, comp exams, 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. Ensure all are completed by the deadlines. ***Graduate Student Calendar:*** <https://www.tntech.edu/graduatestudies/gcalendar.php>

Confidentiality

- 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. Updates can be made in Tech Express by clicking on **Information Release Authorization**. If the toggle button is white and toggle area is gray, your name will appear. If it is purple, your name will not appear. 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.

Name Changes

- If your name has changed and you wish to have your 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. Please notify Graduate Studies when you have submitted name change information to the Registrar's Office so that we can then update your name for your diploma. Registrar's link to update your information: <https://www.tntech.edu/records/studentinformationchanges.php>.

Diplomas & Certificates

- Review your mailing address in Eagle and update it if necessary before Commencement. Diplomas and certificates are normally mailed by Parchment 6-8 weeks after the Ceremony to your current Eagle mailing address. You will also receive a digital copy from Parchment through your TTU email. Notice: Program concentrations do not appear on diplomas. Only the degree type (i.e. Master of Science) and major are printed. Concentrations are listed on the transcript.

Account Holds

- Any account balance (including parking tickets) at the end of term must be paid before your diploma or certificate can be issued. If you pay your balance after commencement, notify the Registrar's Office.

Cap and Gown

- The TTU Bookstore handles Graduation Regalia. Caps, gowns, and hoods may be picked up during Senior Salute ([Commencement - Senior Salute & Ordering](#)). If unable to attend Senior Salute, these may also be picked up at the University Bookstore or may be ordered directly from the vendor at [TENNESSEE TECH UNIVERSITY - STH WEB – Oak Hall Cap & Gown](#) (option usually available *after* Senior Salute). There is no cost for your cap, gown or hood; however, if ordered, there is a shipping charge. Doctoral graduates receive their hoods at commencement. For questions regarding regalia, please reach out to the University Bookstore at bkstenntech@bncollege.com or call 931-372-3435.

Commencement Ceremony

- Those earning a certificate only do not participate in commencement ceremonies.
- Check your student email often for possible important communications from Graduate Studies regarding graduation with your degree/certificate and about commencement ceremonies.
- Review the document link for your degree type for detailed information regarding commencement day: [Commencement details for Master's and Specialists](#) and [Commencement Details for Doctoral Graduates](#)
- 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, check the schedule for the ceremony time for the college which houses your major (i.e. MBA graduates will attend the ceremony listed for the College of Business. Counseling & Psychology majors will attend the ceremony listed for College of Education).

For additional information visit [College of Graduate Studies - Graduation and Commencement Information](#).