



FINAL SEMESTER GUIDE

Actions to Take Now

- ☐ Verify Degree/Certificate Progress
 - Review your Degree Works audit.
 - Confirm that all degree/certificate requirements are complete or will be completed this semester.
 - Ensure you are enrolled in an approved graduate course during your graduation semester.
- ☐ Verify Your Name, Mailing Address, and Confidentiality Status
 - Review your mailing address in Eagle to ensure your diploma is mailed to the correct location. Any address changes must be made in Eagle by the last day of classes.
 - If your legal name has changed, submit the appropriate documentation to the Registrar's Office and notify Graduate Studies.
 - Verify your confidentiality status in Tech Express under Information Release Authorization. If your record is confidential, your name will be announced if you participate in commencement, but it will not appear in the program or other published materials.
- ☐ Resolve Outstanding Balances, Holds, or Parking Fines So Your Diploma Is Not Delayed

During the Semester

- ☐ Review Your Graduation Analysis
 - Review the graduation analysis email from Graduate Studies that will be forthcoming.
 - Complete any outstanding requirements, forms, or approvals identified in the email.
- ☐ Resolve Incomplete or Missing Grades
 - Any "I" (Incomplete) or "NR" (Not Reported) grades must be resolved before degree conferral.
- ☐ Planning to Participate in Commencement?
 - Obtain your cap, gown, and hood through Senior Salute or the University Bookstore.
 - Watch your TTU email for commencement updates.
 - Review commencement instructions and arrival information before the ceremony.

After Graduation

- Diplomas and certificates are typically mailed 6-8 weeks after commencement.
- A digital diploma will be sent through Parchment to your Tech email address.

Important Resources

- Review Graduation Deadlines on the Graduate Student Calendar
<https://www.tntech.edu/graduatestudies/gcalendar.php>
- Questions?
Contact the College of Graduate Studies at gradstudies@tntech.edu or 931-372-3233.