

**TOUGALOO COLLEGE
OFFICE OF RECORDS**

TO: ALL CANDIDATES FOR GRADUATION (December, May or August)

FROM: Carolyn Evans, Registrar

All candidates for graduation must apply by completing an *Application for Degree* in the *Office of Records*. The *Application for Degree* must be submitted to the *Office of Records* by the deadline posted for the date you intend to graduate. If your degree requirements are NOT met by the requested graduation date you MUST reapply in the *Office of Records* to be considered for the next graduation date.

All applicants will be charged a *graduation fee* which includes cost for Diploma and Cap/Gown rental.

All candidates must adhere to all required dates and deadlines.

All candidates must meet all graduation requirements (both academic and financial) to participate in the commencement ceremony.

To graduate, you must have 124 credit hours passed, minimum 2.00 CGPA, met all General Education, major and other college requirements. 081 and 091 classes will not count in the total hours for graduation.

The *Senior Clearance Sheet* will be available in the Office of the Bursar prior to the graduation date.

The *Senior Clearance Sheet* should be completed in signature order beginning with the first signature.

The *Office of Records* will sign the *Senior Clearance Sheet* only after all degree requirements have been successfully completed and verified.

NOTE: Students found guilty of committing illegal acts such as submitting fraudulent documents, committing plagiarism, and/or falsifying documents will be removed from the graduation list and are subject to suspension or expulsion.

**TOUGALOO COLLEGE
OFFICE OF RECORDS
GRADUATING SENIORS
REQUIRED DATES AND DEADLINES
ACADEMIC SCHOOL YEAR 2009-2010**

REQUIRED DATES AND DEADLINES	ACTIVITY
August 25, 2009	Mandatory Senior Class Meeting in Health & Wellness @ 5:00 p.m.
August 25, 2009	<u>Application for Degree</u> process begins. All potential graduates must apply
August-September 2009	Meet with Major Advisor (REVIEW SENIOR AUDIT LOCATED IN <i>STARS</i> Verify hours, grades, courses, etc.) Must have 124 passed hours, 2.00 CGPA
October 1-31, 2009	Review requirements in Office of Records. APPOINTMENTS ONLY (call 601-977-4459 to schedule appointment)
October 31, 2009	<i>Degree Application Deadline for December Graduates **NO EXCEPTIONS**</i>
November 3, 2009	Senior <u>Clearance Sheets</u> available in the Office of the Bursar (December Graduation)
January 13, 2010	Mandatory Senior Class Meeting in Holmes Hall Auditorium @ 5:00 p.m.
February 2, 2010	<i>Degree Application Deadline for May Graduates ***NO EXCEPTIONS***</i>
March 22, 2010	Senior <u>Clearance Sheets</u> available in the Office of the Bursar (May Graduation)
April 6-9, 2010	Senior Thesis Week
April 7-8, 2010	Last opportunity to take EWPE prior to May 2010 Graduation
April 15, 2010	Deadline for paying outstanding fees by <u>check</u> to Office of the Bursar including \$55.00 graduation Fee.
April 23, 2010	Senior Thesis due to Commission on Writing
April 26-27, 2010	Senior Final Examinations
April 29, 2010	Graduating Senior Grades Due by 5:00 p.m.
May 1, 2010	Priority Date for paying all Graduation Fees and all Financial Obligations
May 1, 2009	<i>Degree Application Deadline for August Graduates ***NO EXCEPTIONS***</i>
May 5, 2010	Senior Clearance Sheets due in Office of the Bursar/Finance/Fiscal Mgt, Pick up Caps and Gowns between 1:00 p.m. and 5:00 p.m.
May 5, 2010	Mandatory Graduation Rehearsal Assemble in Holmes Hall Auditorium 2:00 p.m.
May 5, 2010	SENIOR CONSECRATION SERVICES Report to Woodworth Chapel by 6:30 p.m.
May 7, 2010	Final date to settle all Financial Obligations and pick up caps and gowns by 5:00 p.m. (NO EXCEPTIONS)
May 9, 2010 8:00 a.m.	BACCALAUREATE SERVICES Report to Holmes Hall Auditorium by 7:30 a.m.
May 9, 2010 10:00 a.m.	COMMENCEMENT CEREMONY Report to Holmes Hall Auditorium by 9:00 a.m.
May 9, 2010	Return Caps and Gowns and pick up Diploma immediately following Commencement in Chapel Conference Room located in basement by 1:30 p.m.
July 11, 2010	Senior <u>Clearance Sheets</u> available in the Office of the Bursar (August Graduation)
July 14-15, 2010	Last opportunity to take EWPE prior to August 2009 Graduation
August 5, 2010	Graduating Senior Grades Due by 12:00 noon
August 6, 2010	Senior Clearance Sheets due in Office of the Bursar/Finance/Fiscal Mgt, Pick up Caps and Gowns between 1:00 p.m. and 4:00 p.m.
August 9, 2010 6:00 p.m.	COMMENCEMENT CEREMONY Report to Woodworth Chapel by 5:30 p.m.