

**TOUGALOO COLLEGE  
OFFICE OF RECORDS**

August, 1, 2011

TO: ALL CANDIDATES FOR GRADUATION (December 15, 2011, May 13, 2012 or August 6, 2012)

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* is **REQUIRED** and **MUST** be submitted to the *Office of Records* by the deadline posted for the date the candidate intends to complete requirements. If degree requirements are NOT met by the date requested on the *Application for Degree* the candidate **MUST** reapply by completing another *Application for Degree* in the *Office of Records* to be considered for the next graduation date. The *Application for Degree* is also available on the Tougaloo College website at [www.tougaloo.edu](http://www.tougaloo.edu). Go to Admissions and click on the link for the Office of the Registrar.

The Commencement Exercises for the *2011-2012 Academic Year* will be held on May 13, 2012 for students completing all degree requirements by December 15, 2011 or by May 1, 2012 and on August 6, 2012 for students completing all requirements as of August 2, 2012.

The graduation fee is **\$75.00** which includes cost for Diploma and Cap/Gown rental. This fee is non-refundable. Please be aware of the following:

1. Students who meet the published deadline for submitting the *Application for Degree* but do not graduate, may be eligible to have a portion of the graduation fee applied to the new graduation date provided the new *Application for Degree* is submitted by the published deadline date for the upcoming graduation.
2. Only students with a current *Application for Degree* on file in the *Office of Records* will be considered for graduation.
3. The Office of Records will prepare a graduating senior audit for students who have applied for graduation.
4. The Office of Records will meet with prospective graduates during the month of October 2011 (by appointment only) for students planning to complete degree requirements during the *2011-2012 Academic Year*. This includes summer 2012 graduates.

**Candidates for degree must adhere to all required dates and deadlines.**

**Candidates for degree must meet all graduation requirements (both academic and financial) to participate in the commencement ceremony.**

To graduate, candidates must have 124 credit hours passed with no duplication of courses, a minimum 2.00 cumulative grade point average and a 2.00 semester grade point average for the final semester of enrollment, and met all General Education, major, and other college requirements. Pre-College courses such as the 081 and 091 classes will not count in the total hours for graduation.

Candidates for degree must satisfactorily complete all three portions of the English Writing Proficiency Examination, the Reading requirement, 60 clock hours of Community Service and must submit an approved senior thesis that is bound and has the required signatures.

The *Senior Clearance Sheet* will be available in the *Office of the Bursar* prior to the upcoming graduation date and should be completed in signature order beginning with the first signature. Signatures from the *Office of Records* and the *Office of the Bursar* may be secured after final grades have been submitted and 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.

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**GRADUATING SENIORS REQUIRED DATES AND DEADLINE ACADEMIC YEAR 2011-2012**

<b>DATES/DEADLINES</b>	<b>REQUIRED ACTIVITY</b>
<b>August 23, 2011</b>	Mandatory Senior Class Meeting in Health & Wellness @ 5:00 p.m. <b><i>Application for Degree</i></b> process begins. <b>REQUIRED</b> for all potential graduates.
August-September 2011	Meet with Major Advisor to verify hours, grades, courses, etc.) Must past 124 college credit hours and 2.00 CGPA
October 3-31, 2011	Review requirements in Office of Records. BY APPOINTMENTS ONLY (call 601-977-4459 to schedule appointment)
<b>October 21, 2011</b>	<b>Deadline to submit senior thesis for December graduates.</b> <b>Deadline to submit senior thesis topics for May and August graduates.</b>
<b>October 31, 2011</b>	<b><i>Degree Application</i> Deadline for December Graduates **NO EXCEPTIONS**</b>
November 1, 2011	Senior <i>Clearance Sheets</i> available in the Office of the Bursar (Students completing in December)
January 18, 2012	Mandatory Senior Class Meeting in Holmes Hall Auditorium @ 5:00 p.m.
<b>February 1, 2012</b>	<b><i>Degree Application</i> Deadline for May Graduates ***NO EXCEPTIONS***</b>
March 21, 2012	Senior <i>Clearance Sheets</i> available in the Office of the Bursar (May Graduation)
April 10-13, 2012	Senior Thesis Week
April 11-12, 2012	Last opportunity to take EWPE prior to May 2012 Graduation (4:00-6:00 p.m.)
April 15, 2012	Deadline for paying outstanding fees by <u>check</u> to Office of the Bursar including \$75.00 grad. fee.
April 23, 2012	Deadline for submitting the approved, bound copy of the Senior Thesis to Major Department with required signatures.
April 25, 2012	Senior Thesis due to Commission on Writing/Academic Affairs
April 25, 2012	Honors Day Convocation for Seniors 10:00 a.m. Woodworth Chapel
<b>April 25, 2012</b>	<b>All degree requirements due in Office of Records by 5:00 p.m. with the exception of final grades for May graduates.</b>
April 26-27, 2012	Senior Final Examinations
May 1, 2012	Graduating Senior Grades Due by 5:00 p.m. <b>**NO EXCEPTIONS**</b>
May 2, 2012	Priority Date for paying all Graduation Fees and all Financial Obligations
May 9, 2012	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 9, 2012	Mandatory Graduation Rehearsal Assemble in Holmes Hall Auditorium 2:00 p.m.
<b>May 9, 2012</b>	<b>SENIOR CONSECRATION SERVICES</b> Report to Woodworth Chapel by 6:30 p.m.
May 11, 2012	Final date to settle <b>all</b> Financial Obligations and pick up caps and gowns by 5:00 p.m. <b>(NO EXCEPTIONS)</b>
<b>May 13, 2012</b>	<b>BACCALAUREATE SERVICES</b> Report to Holmes Hall Auditorium by 7:30 a.m.
<b>May 13, 2012</b>	<b>COMMENCEMENT CEREMONY</b> Report to Holmes Hall Auditorium by 9:00 a.m.
May 13, 2012	Return Caps and Gowns and pick up <b>Diploma</b> immediately following Commencement in Chapel Conference Room located in basement of the Chapel no later than 1:30 p.m.
<b>June 8, 2012</b>	<b><i>Degree Application</i> Deadline for August Graduates ***NO EXCEPTIONS***</b>
July 11-12, 2012	Last opportunity to take EWPE prior to August 6, 2012 Graduation
July 14, 2012	Senior <i>Clearance Sheets</i> available in the Office of the Bursar (August Graduation)
<b>July 16, 2012</b>	<b>All degree requirements due in Office of Records by 5:00 p.m. with the exception of final grades for August graduates.</b>
August 2, 2012	Graduating Senior Grades Due by 12:00 noon <b>All graduation requirements for your degree must be met by 5:00 p.m. **NO EXCEPTIONS**</b>
August 6, 2012	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.
<b>August 6, 2012 6:00 p.m.</b>	<b>COMMENCEMENT CEREMONY</b> Report to Owens Health and Wellness Room 212 A-B by 5:00 p.m.

