OFFICE OF THE REGISTRAR
2023-2024 Graduation Guidelines

REQUIREMENTS FOR GRADUATION
- *Please adhere to your Catalog of entry:*
  - All Students must meet:
    - General Education Requirements
    - Minimum of 124 hours towards graduation
    - 2.00 grade point average in major and overall
    - Grade of "C" in all required courses (including General Education)
- Repeated courses will not count toward graduation
- All Developmental courses (MAT091, REA091, etc.) will not count towards graduation
- Requirements must be met by deadlines listed on the "Dates and Deadlines" document and the College's Academic Calendar.

APPLICATION PROCESS
- All students planning to complete requirements in December, May, or during the summer must submit an ***Application for Degree by October 31, 2023,*** in order for the Office of the Registrar to work with your academic advisor to complete the Senior Audit. The audit must be finalized and sent to the Office of the Registrar by December 8, 2023.
- The student must meet with their advisor to determine graduation status.
- Students not on track must discuss graduation options with their major advisor to determine the graduation date for the next graduation cycle.
- All application deadlines, as stated in the academic calendar, are enforced.

HONORS AT GRADUATION
- Bachelor's degree students
- Calculated after all final grades are posted
- Students will wear gold, blue, white, or red honor cards of the honor designation.
- Honors awarded to students meeting the following scholarship standards at graduation:
  - *With honors*   *3.00 – 3.19 - Red*
  - *Cum laude*   *3.20 – 3.49 - White*
  - *Magna cum laude*   *3.50 – 3.79 - Blue*
  - *Summa cum laude*   *3.80 – 4.00 - Gold*

CEREMONY PARTICIPATION
- Students who have completed all requirements, have no debts with the college, and have been checked out as final prior to the graduation deadline date
  - May have honors recognition

o Will have degree conferred and added to the official transcript.
- <mark>As of October 14, 2018, the "Walking Policy" has been ELIMINATED. All students must complete all degree requirements prior to participating in the graduation ceremony at Tougaloo College.</mark>

DIPLOMAS
- Diplomas are ordered once in the spring of each year. Diplomas will be mailed to students by certified mail to the address listed on the Application for Degree. Any changes or corrections to your original Application for Degree will result in a delay in you receiving your diploma.

REGALIA
The Regalia Attire is the traditional black cap and gown for Bachelor and Master Degree candidates and maroon for Associate Degree candidates.
- Ladies should wear dark dresses under their academic gown with black shoes and modest jewelry.
- Men should wear dark pants, ties, and a white shirt under their academic gown and black shoes.

SENIOR CLEARANCE
The *Senior Clearance Sheet* will be available online from the *Office of the Registrar* prior to each upcoming graduation date and must be completed online via the online approval workflow. Approval from the *Office of the Registrar* may be secured after final grades have been submitted and all degree requirements have been successfully completed and verified.

COMMENCEMENT EXERCISES
The Commencement Exercise for the *2023-2024 Academic Year* is currently scheduled for May 5, 2023, for students completing all degree requirements as of August 2023, December 2023, and May 2024.
- All candidates for graduation must apply by completing an *Application for Degree* located on the Loo. <mark>*Click on the Student tab, then click on Office of the Registrar, then click on Application for Degree.*</mark>

The ***Application for Degree*** is **REQUIRED** and **MUST** be submitted to the *Office of the Registrar* by the deadline posted for the date the candidate intends to complete the 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*** to be considered for the next intended graduation date. Only students with a current ***Application for Degree*** on file in the ***Office of the Registrar*** will be considered for graduation.

The graduation fee is ***$100.00*** for costs associated with graduation. This includes the Diploma, Cap/Gown, and other graduation expenses. This fee is non-refundable.

GRADUATING SENIORS REQUIRED DATES AND DEADLINE
ACADEMIC YEAR 2023-2024

FALL 2023	
Friday, September 8, 2023	Mandatory Senior Class Meeting (BGT Auditorium) | 10:00 a.m.
September 8 – October 31, 2023	Seniors meet with their Major Advisor to complete the "Graduation Verification Form" to verify hours, grades, courses, etc., must pass 124 college credit hours and have a 2.00 CGPA.
October 1 – October 31, 2023	The Office of the Registrar sends a list of potential graduates to the Schools to complete Senior Audits for all students submitting an *Application for Degree* by **October 31, 2023.**
Friday, October 13, 2023	Deadline to submit Senior Thesis for students completing degree requirements as of fall semester 2023. Deadline to submit Senior Thesis Topics and Statements for May and August graduates.
Friday, October 20, 2023	Degree Application Deadline for students completing requirements as of fall 2023 and for all seniors requesting a Senior Audit. **NO EXCEPTIONS**
Monday, October 24, 2023	Senior *Clearance Sheets* available online via the Loo (Students completing degree requirements in fall 2023). Degrees will be awarded in February 2024.
SPRING 2024	
Friday, January 12, 2024	Mandatory Senior Class Meeting
Wed, January 31, 2024	*Application for Degree* Deadline for May Graduates **NO EXCEPTIONS** Priority Date for students completing requirements during the summer of 2024.
Friday, March 1, 2024	Honors Convocation – Sophomores, Juniors, and Seniors
Monday, March 18, 2024	Senior *Clearance Sheets* available online via the Loo (May Graduation)
April 1, 2024	Community Services Hours and Experiential Learning Packet must be completed.
April 10-12, 2024	Senior Thesis Presentations (May and Summer graduates)
Friday, April 12, 2024	Deadline for paying outstanding fees by check to Office of the Bursar, including $100.00 graduation fee.
Friday, April 12, 2024	Electronic copy (with three signatures 1st reader, 2nd reader, Dept. Chair) of the cover page of senior paper must be submitted to your division dean by 5:00 p.m. (May and August graduates)
Friday, April 12, 2024	The first submission of the senior paper to your major advisor is to be uploaded to Turnitin.com.
Wednesday, April 17, 2024	Senior papers must be electronically submitted by the major advisor to the Commission on Writing by 5:00 p.m.
Wednesday, April 17, 2024	All degree requirements must be completed and on file in the Office of the Registrar, with the exception of final exams.
Tue-Wed, April 16-17, 2024	Senior Final Examinations
Thursday, April 25, 2024	Graduating Senior Grades Due by 3:00 p.m. All degree requirements must be met.
Friday, April 26, 2024	Priority Date for paying all Graduation Fees and all Financial Obligations
Tuesday, April 30, 2024	Registrar's Office Senior Clearance begins.
Tuesday, May 2, 2024	Mandatory Graduation Rehearsal Meeting 2 p.m.,
Tuesday, May 2, 2024	Senior Clearance Sheets must be submitted electronically to the Office of the Registrar to **Pick up Caps and Gowns 3:30 pm**
Friday, May 3, 2024	Final date to settle all Financial Obligations and final day to pick up caps and gowns. The office will close at 4:30 p.m. **NO EXCEPTIONS**
Sunday, May 5, 2024	**Baccalaureate Service & Commencement Ceremonies (Required)**
SUMMER 2024	