



OFFICE OF THE REGISTRAR 2024-2025 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 Core General Education)
- Repeated courses will not count toward graduation
- All Developmental courses (MAT091, ENG100, 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 September 30, 2024**, 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 6, 2024.
- 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 are enforced as stated in the academic calendar.

LATIN HONORS AT GRADUATION

- Bachelor’s and Associate 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 cumulative grade point average 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

Master’s degree seeking students are not eligible for Latin Honors

CEREMONY PARTICIPATION

- Students who have completed the application for degree by the deadline, have all requirements completed, have no debts with the college, and have been cleared through the senior clearance process
 - May have honors recognition
 - Will have degree conferred and added to the official transcript.
- 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.

DIPLOMAS

- Diplomas will be sent electronically and mailed to students by regular USPS mail to the address listed on file in the Office of the Registrar. Any changes or corrections to your original application for degree may delay receiving your diploma.
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REGALIA

The Regalia Attire is the traditional black cap and gown for Bachelor's and Master's Degree candidates and maroon for Associate Degree candidates.

- Ladies should wear light material 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 Process* will be available online from the *Office of the Registrar* prior to the upcoming graduation date and must be completed online via the Loo. 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 Baccalaureate and Commencement Ceremony is required for all graduating students.

The Commencement Exercise for the 2024-2025 Academic Year is currently scheduled for Sunday, May 4, 2025, for students completing all degree requirements as of Summer 2024, Fall 2024, and Spring 2025.

- All candidates for graduation must apply by completing an Application for Degree located on the Loo. Click on the Student tab, then click on Office of the Registrar, then click on Application for Degree.

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 form 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 **\$150.00** for costs associated with graduation. This includes the Diploma, Cap/Gown, and other graduation expenses. This fee is non-refundable.

GRADUATING STUDENTS REQUIRED DATES AND DEADLINE

ACADEMIC YEAR 2024-2025

FALL 2024	
Friday, September 20, 2024	Mandatory Senior Class Meeting (BGT Auditorium) 10:00 a.m.
Monday, September 30, 2024	Fall/Spring Graduation Application Deadline **NO EXCEPTIONS**
October 7, 2024	Seniors begin meeting with their Major Advisor to complete the “Graduation Verification Form” to verify hours, grades, courses, etc., must pass 124 college credit hours, complete all required courses in the major, and have a 2.00 CGPA for undergraduates. Graduate students are required to have a 3.00 CGPA.
October 25, 2024	The Office of the Registrar sends a list of potential graduates to the Schools to complete Senior Audits for all students who submitted an <u>Application for Degree</u> by September 30, 2024 .
Friday, October 13, 2024	Deadline to submit <u>Senior Thesis</u> for students <u>completing degree requirements</u> Fall 2024 semester. Deadline to submit <u>Senior Thesis Topics and Statements</u> for Spring graduates.
Monday, October 24, 2024	Senior <u>Clearance Sheets</u> available online via the Loo (Students completing degree requirements in Fall 2024).
SPRING 2025	
Friday, January 24, 2025	Mandatory Senior Class Meeting
Friday, February 21, 2025	<u>Application for Degree</u> Deadline for Summer Graduates **NO EXCEPTIONS**
Monday, February 24, 2025	Graduating Student <u>Clearance Sheets</u> available online via the Loo (May 2025 Graduation)
April 1, 2025	Community Services Hours and Experiential Learning Packet must be completed.
April 9-11, 2025	Senior Thesis Presentations (May and Summer graduates)
Wednesday, April 17, 2025	All degree requirements must be completed and on file in the Office of the Registrar, with the exception of final exams.
Thursday, April 17, 2025	Electronic copy (with three signatures 1 st reader, 2 nd reader, Dept. Chair) of the cover page of the senior paper must be submitted to your division dean by 5:00 p.m. (May and August graduates)
Friday, April 18, 2025	The first submission of the senior paper to your major advisor is to be uploaded to Turnitin.com.
Tue-Thurs, April 22-24, 2025	Graduating Students Final Examinations
Thursday, April 29, 2025	Graduating Students Grades Due by 3:00 p.m. All degree requirements must be met.
Friday, April 25, 2025	Deadline for paying outstanding fees to Office of the Bursar, including \$150.00 graduation fee.
Tuesday, April 30, 2025	Registrar’s Office Senior Clearance begins.
Friday, May 2, 2025	Mandatory Graduation Rehearsal Meeting begins at 2 p.m.,
Friday, May 2, 2025	Senior Clearance Sheets must be submitted electronically to the Office of the Registrar to Pick up Cap and Gown after rehearsal.
Friday, May 2, 2025	Final date to settle all Financial Obligations and final day to pick up cap and gown by 5:00 p.m. **NO EXCEPTIONS**
Sunday, May 4, 2025	Baccalaureate Service (Required) – 8 a.m.
Sunday, May 4, 2025	Commencement Ceremony (Required) – 10 a.m.
SUMMER 2025	
Monday, June 23, 2025	Senior <u>Clearance Sheets</u> are available on-line in the Office of the Registrar (students completing requirements during the summer
Friday, July 18, 2025	Senior Clearance Sheets must be submitted electronically to the Office of the Registrar
Friday, July 18, 2025	Degree requirements are due in the Office of the Registrar by 5:00 p.m. for summer graduates.