

COMMENCEMENT INSTRUCTIONS

Spring 2015

Saturday

May 9, 2015

2:00 p.m.

Stokes Stadium

TRUMAN
STATE UNIVERSITY

FROM THE EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

April 2015

Dear Graduate,

Congratulations! Your commitment to your education has paid off and in a few short weeks you will be graduating from Truman State University!

Commencement is a joyous occasion and a special time to reflect on your many experiences at Truman. The faculty, staff and administration are privileged to have been part of those experiences. We look forward to celebrating your accomplishments with you on May 9th, 2015 at the Spring Semester Commencement Ceremony in Stokes Stadium.

We wish you personal and professional happiness in the coming years and look forward to your active support of your alma mater!

With best wishes,

A handwritten signature in black ink that reads "Susan L. Thomas". The signature is written in a cursive, flowing style.

Susan L. Thomas, Ph.D.

Executive Vice President for Academic Affairs and Provost

GENERAL INSTRUCTIONS

Please read these Commencement Instructions carefully as there will be no rehearsal for Commencement.

During Commencement, all degree candidates (undergraduate and graduate) will be recognized individually while walking across the stage to receive a diploma cover. Candidates will be seated by degree, not alphabetically. Diplomas will be mailed about six weeks following Commencement to your permanent address. Please ensure it is accurate!

Each degree candidate needs to bring to Commencement the **green reader card with your name printed on it**. You will hand this card to the Reader before crossing the stage to receive your diploma cover. If you have a difficult name to pronounce, you may go to the following website <https://www.name-coach.com/record/TSUGRAD> to record the pronunciation of your name for the Reader. You can also type in the phonetic pronunciation on this site. We ask that you also please write the phonetic pronunciation of your name on your green card.

PROCESSION

DEGREE CANDIDATES

Degree candidates need to assemble in academic dress on Saturday, May 9, in Baldwin Hall Auditorium by 12:30 p.m. Candidates will be seated by degree, not alphabetically. Since you will be in the auditorium only a few minutes before the procession begins, please be on time. At the appropriate time, the Grand Marshal will declare that the “ranks are closed” and anyone not in place will be excluded from the graduation procession.

ACADEMIC PROCESSION

Degree candidates will follow the Junior Marshals through the north door of Baldwin Hall, proceed east, then south. The Grand Marshal and faculty will meet the graduates at the corner of Baldwin Hall.

The Grand Marshal will halt the procession and everyone will face the Baldwin Statue while the undergraduate(s) with the highest GPA places a wreath at the base of the statue. Men should remove their caps during the wreath laying ceremony. The procession will then follow the Grand Marshal past the front of the Kirk Building, turning west on the sidewalk past the Sunken Gardens then south past Magruder Hall to Stokes Stadium. The procession will enter Stokes Stadium through the west gate and be seated by the Marshals.

PROCESSION ORDER

The academic procession will form at 1:30 p.m. in the following order:

Truman ROTC Color Guard

Grand Marshal

Troy D. Paino, President and Susan Thomas, Executive Vice
President for Academic Affairs and Provost

Commencement Speaker

Members of the Board of Governors

University Vocalist

Readers

Two Junior Marshals

Mudd Teacher Recognition Scholarship Recipient

Faculty Honorees

Administration

The Faculty

Marshal

Two Junior Marshals

Candidates for Master of Accountancy Degree

Candidates for Master of Arts Degree

Candidates for Master of Arts in Education Degree

Candidate for Master of Science Degree

Two Junior Marshals

Candidates for Bachelor of Fine Arts Degree

Candidates for Bachelor of Music Degree

Candidates for Bachelor of Science in Nursing Degree

Candidates for Bachelor of Arts Degree

Two Junior Marshals

Candidates for Bachelor of Science Degree

CEREMONY

GRANTING OF DEGREES

Degrees will be granted as follows:

All undergraduate degree candidates will rise at the request of Provost Thomas and remain standing while the degree is conferred en masse by President Paino.

Undergraduate degree candidates will be recognized in the following groups:

Group 1: Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science in Nursing, and Bachelor of Arts

Group 2: Bachelor of Science

The Junior Marshals will lead rows of graduates to line up for their names to be called. Group 1 students will be requested to proceed to the stage to receive their diploma covers. Group 2 students will sit and remain seated until Group 1 students receive their diploma covers and are seated. Group 2 will then be asked to proceed to the stage to receive their diploma covers.

The President and the Provost will be greeting graduates and handing out diploma covers on each side of the stage. The Junior Marshals will lead rows of graduates to line up for their names to be called. Before approaching the stage, candidates will hand the green reader card with their name on it to the Reader. The Junior Marshals will guide the candidates to and from the stage to their original seat.

After all the undergraduates receive their diploma covers, all masters degree candidates will rise at the request of the Dean of Graduate Studies, Maria Di Stefano and remain standing while the degree is conferred en masse by President Paino. After the degree is conferred en masse, all master degree candidates will proceed to the stage in two lines to be recognized individually and to receive their diploma cover. Before approaching the stage, candidates will

hand the green reader card with their name on it to the Reader. The Junior Marshals will guide the candidates to and from the stage to their original seat.

RECESSION

Participants will depart in the following order during the playing of the recessional:

- Individuals seated on the platform
- Administration and Faculty
- Masters degree recipients
- Undergraduate degree recipients

REGALIA

ACADEMIC DRESS

1. Bachelor and Master degree robes, hats and tassels are available for purchase at the Truman Bookstore. Master degree hoods can also be purchased at the Truman Bookstore.
2. MA, MS, MAE, MAc and BA candidates wear white tassels; BS candidates wear yellow tassels; BM candidates wear pink tassels; BFA candidates wear brown tassels; and, BSN candidates wear apricot tassels.
3. If you are receiving two degrees, choose the color tassel you prefer.
4. Caps should be worn straight, not tilted or tipped back.
5. Tassels should be worn on the right side. Do not change your tassel from the right side until after receiving instructions from the President of the Truman Alumni Association during the ceremony.
6. Based on Truman tradition, we encourage you to wear dark shoes, dark skirts or pants, and long-sleeved white blouses or shirts. Wear comfortable shoes but not flip flops.
7. Flowers should not be worn with academic dress.

HONOR MEDALLIONS

(UNDERGRADUATES ONLY)

Students with a grade point average (GPA) of 3.50 to 3.74 on a 4.0 scale have earned the honor of graduating Cum Laude and will receive a bronze medallion on a white ribbon. Students with a grade point average of 3.75 to 3.89 have earned the honor of graduating Magna Cum Laude and will receive a silver medallion on a purple ribbon. Students with a grade point average of 3.90 to 4.0 have earned the honor of graduating Summa Cum Laude and will receive a gold medallion on a purple and white ribbon. The student(s) achieving the highest grade point average will be given a special white satin stole. Honors for Commencement will be determined based on the student's cumulative GPA at the end of the fall 2014 semester. Final honors will be based on your complete academic record once degrees have been verified and officially conferred. If you have any questions regarding your GPA, please contact the Registrar's Office at (660) 785-4143.

MISCELLANEOUS INFORMATION

STUDENTS RECEIVING TWO DEGREES

Students receiving a degree in Group 1 and Group 2 (e.g., BM, BS) may elect to receive a diploma cover with both groups. To do this you will need to completed two green cards. Sit with Group 1 initially and when returning from receiving your first diploma cover go sit at the rear of the BS degree recipients. Leave your first diploma cover on your chair when you go to get your second diploma cover.

FOR DEGREE CANDIDATES AND FAMILY MEMBERS WITH DISABILITIES

Candidates unable to march in the procession because of physical reasons should notify Vicki Wehner in the Disabilities Services Office at (660) 785-4478 as soon as possible, but no later than Monday, April 27, 2015.

If disability accommodations (e.g., signing, wheelchair access) are required for graduates or guests, please contact the Disabilities Services Office at (660) 785-4478 or go to www.truman.edu/registrar/commencement and complete the Seating Accommodations for Spring Graduation form by April 27, 2015. Guests requiring wheelchairs should bring them. There will be no wheelchairs available at the stadium. Handicapped parking will be available in the lot south of Stokes Stadium.

SEATING

There is NO reserved seating for guests. Special handicapped seating is available by requesting it in advance per instructions in the paragraph above. The gates at Stokes Stadium open at noon for family seating on a first-come, first-seated basis.

RECEPTION

Immediately following the Commencement ceremony, the University will host a reception on the Mall in front of the Student Union Building for all students, family members, guests, faculty, staff and administration. Light refreshments will be available.

GRADUATION ANNOUNCEMENTS

If you would like the Public Relations Office to send a graduation announcement to your hometown paper, please e-mail the following information to pr@truman.edu or stop by the Public Relations Office in McClain Hall 202 to fill out a graduation press release form by 5:00 p.m., Friday, May 8, 2015. Major metropolitan newspapers will normally only consider running announcements for those students graduating with honors. For more information call (660) 785-4016.

Information Needed: Full name, hometown with zip code, major, minors, honors, activities involved in while at Truman, plans after graduation, parents' names and high school alma mater should be provided.

GRADUATION PICTURES

Grad Images will be taking photographs of each graduate at the moment the diploma cover is awarded. Arrangements have been made to take a posed picture in Baldwin Auditorium before the ceremony beginning at noon and on the stadium field after receipt of the diploma cover. Proofs and ordering information will be emailed to you within a week after graduation.

LOCAL BROADCAST OF COMMENCEMENT

KTVO will broadcast the Commencement Ceremony in the Student Union Building. This provides alternate viewing for those not wanting or unable to sit in the stadium. Please recognize that the audio in the Student Union Building is minimal due to the ceremony being held outside. Truman will also live stream the ceremony on the Truman Website.

INCLEMENT WEATHER PLANS

PROCESSION

In the event of inclement weather, an announcement regarding the procession will be made on the radio (KRES-FM, KTUF-FM, KRXL-FM, KIRX-AM) between 11:00 am and noon. It will also be posted on the Truman webpage.

COMMENCEMENT CEREMONY

In the case of inclement weather, the Commencement ceremony will be held in Pershing Arena. Four inclement weather tickets are issued to each degree candidate and must be presented for entrance into Pershing Arena. These tickets do not guarantee seating; seating is on a first-come, first-seated basis. Ticket holders will be admitted from noon-1:50 pm. Inclement weather tickets are intended to help the University monitor the number of people entering Pershing Arena to prevent overcrowding. No additional tickets are available due to the size of the graduating class. Closed circuit viewing of the Commencement Ceremony will be available in the Baldwin Hall Auditorium for family and friends who do not have tickets for Pershing Arena.

RECEPTION

In the event of inclement weather, the reception will be held in the Hub of the Student Union Building.

QUESTIONS

Please contact the Registrar's Office, McClain Hall 104,
(660) 785-4143, with any questions concerning Commencement.

