

# FROM THE EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

April 2017

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 13th, 2017 at the Spring Semester Commencement Ceremonies in Pershing Arena.

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, appearing to read "Richard J. Coughlin". The signature is fluid and cursive, with a large initial "R" and "C".

Richard J. Coughlin  
Interim Executive Vice President for Academic Affairs and Provost

# SPRING 2017 COMMENCEMENT INSTRUCTIONS FOR GRADUATES

## General Instructions

Please read these Commencement Instructions carefully as there is **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 your permanent address is accurate!

Each degree candidate needs to bring the **green reader card with your name printed on it** to Commencement. You will hand this card to the Reader before crossing the stage to receive your diploma cover. Please write the phonetic pronunciation of your name on your green card.

## PROCESSION

### Degree Candidates

For each ceremony, degree candidates need to assemble in academic dress on Saturday, May 13th as shown in the table for their appropriate ceremony. Candidates will be seated by degree, not alphabetically. Please plan to be on time as you will only be in the Small Gym for a few minutes before the procession begins. 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.

9:00 a.m. – 11:00 a.m., Candidates arrive and check in at 8:00 a.m.

1:00 p.m. – 3:00 p.m., Candidates arrive and check in at 12:00 p.m.

4:00 p.m. – 6:00 p.m., Candidates arrive and check in at 3:15 p.m.

# Academic Procession

9:00 a.m. – 11:00 a.m.

8:00	Degree candidates will assemble in academic dress in the Small Gym in Pershing Arena.
8:30	Faculty should arrive on the third floor of Pershing Building.
8:50	Two Junior Marshals and Kim Titus will help move the faculty into two lines and make sure that the Emeriti faculty are placed at the beginning of the right column. Faculty will follow the Marshal and the Junior Marshals down the back stair well to the second floor. The Platform Party will be waiting on the second floor and the faculty will proceed behind the Platform Party (who will be led by the Grand Marshal).
	Degree Candidates will follow the faculty and the Junior Marshals out of the Small Gym.
8:55	The Grand Marshal, Platform Party, Marshal, Faculty, Junior Marshals and Degree Candidates will enter Pershing Arena through the north doors of the east side of the arena.
9:00	The ROTC Color Guard will meet the processional at the end of the bleachers and proceed to the stage with the flags. The Platform Party will proceed to the stage and the Junior Marshals will seat the graduate students and then the undergraduate students. The Junior Marshals will then seat the faculty. Once everyone is seated, the commencement ceremony will begin.

1:00 p.m. – 3:00 p.m.

12:00	Degree candidates will assemble in academic dress in the Small Gym in Pershing Arena.
12:30	Faculty should arrive on the third floor of Pershing Building.
12:50	Two Junior Marshals and Kim Titus will help move the faculty into two lines and make sure that the Teacher of the Year is placed at the beginning of the right column. Faculty will follow the Marshal and the Junior Marshals down the back stair well to the second floor. The Platform Party will be waiting on the second floor and the faculty will proceed behind the Platform Party (who will be led by the Grand Marshal).
	Degree Candidates will follow the faculty and the Junior Marshals out of the Small Gym.
12:55	The Grand Marshal, Platform Party, Marshal, Faculty, Junior Marshals and Degree Candidates will enter Pershing Arena through the north doors of the east side of the arena.
1:00	The ROTC Color Guard will meet the processional at the end of the bleachers and proceed to the stage with the flags. The Platform Party will proceed to the stage and the Junior Marshals will seat the graduate students and then the undergraduate students. The Junior Marshals will then seat the faculty. Once everyone is seated, the commencement ceremony will begin.

4:00 p.m. – 6:00 p.m.

3:00	Degree candidates will assemble in academic dress in the Small Gym in Pershing Arena.
3:30	Faculty should arrive on the third floor of Pershing Building.
3:50	Two Junior Marshals and Kim Titus will help move the faculty into two lines. Faculty will follow the Marshal and the Junior Marshals down the back stair well to the second floor. The Platform Party will be waiting on the second floor and the faculty will proceed behind the Platform Party (who will be led by the Grand Marshal).
	Degree Candidates will follow the Marshal and the Junior Marshals out of the Small Gym behind the faculty.
3:55	The Grand Marshal, Platform Party, Marshal, Faculty, Junior Marshals and Degree Candidates will enter Pershing Arena through the north doors of the east side of the arena.
4:00	The ROTC Color Guard will meet the processional at the end of the bleachers and proceed to the stage with the flags. The Platform Party will proceed to the stage and the Junior Marshals will seat the graduate students and then the undergraduate students. The Junior Marshals will then seat the faculty. Once everyone is seated, the commencement ceremony will begin.

## Procession Order

Truman ROTC Color Guard

Grand Marshal

Susan Thomas, President, and, Richard J. Coughlin, Interim Provost and Executive Vice President for Academic Affairs

Commencement Speaker

Maria Di Stefano, Associate Provost for International Education and Dean of Graduate Studies

Members of the Board of Governors

Vocalist

Faculty Reader

Two Junior Marshals

Mudd Teacher Recognition Scholarship Recipient (1:00 p.m. Ceremony only)

Faculty Honorees (9:00 a.m. ceremony only)

Administration

University Marshal

Two Junior Marshals

Faculty

Two Junior Marshals

Candidates for Degrees

# Granting of Degrees

Degrees will be granted as follows:

All undergraduate degree candidates (as appropriate for each ceremony) will rise at the request of Interim Provost Coughlin and all graduate degree candidates (at the 1:00 p.m. ceremony) will rise at the request of Dean Di Stefano. Candidates should remain standing while the degree is conferred en masse by President Thomas.

Undergraduate and Graduate degree candidates will be recognized in the following groups:

## 9:00 a.m. – 11:00 a.m.

Bachelor of Arts  
Bachelor of Fine Arts  
Bachelor of Music  
Emeriti Faculty

## 1:00 p.m. – 3:00 p.m.

Bachelor of Science – Accounting, Agricultural Science Athletic Training, Chemistry, Computer Science, Exercise Science, Health Science, Justice Systems, Linguistics  
Master of Arts  
Master of Accountancy  
Master of Arts in Education  
Master of Science

## 4:00 p.m. – 6:00 p.m.

Bachelor of Science Nursing  
Bachelor of Science – Biology, Business Administration, Communication Disorders, Economics, History, Interdisciplinary Studies, Mathematics, Physics, Political Science, Psychology, Sociology/Anthropology

The President and the Provost or Dean (as appropriate) will be greeting graduates and handing out diploma covers. 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.

In the 1:00 p.m. ceremony, after all the undergraduates receive their diploma covers, all masters degree candidates will rise at the request of the Associate Provost for International Education and Dean of Graduate Studies, Dr. Di Stefano and remain standing while the degree is conferred en masse by President Thomas. After the degree is conferred en masse, 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.

## 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 (in the 1:00 p.m. ceremony)
- Undergraduate degree recipients

## 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. As the ceremonies will be held in Pershing Arena, it is recommended that candidates wear light and cool clothing. Pershing Arena often gets warmer as the day progresses. Wear comfortable shoes; it is

recommended not to wear very high heels or flip-flops as there are stairs and ramps to and from the stage.

7. Flowers should not be worn with academic dress.

## Honor Regalia

### (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 an antiqued bronze signet. 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 signet. 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 signet. Those student(s) achieving a perfect 4.0 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 2016 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.

## Reception

Immediately following each Commencement ceremony, the University will host receptions 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.

# MISCELLANEOUS INFORMATION

## Students Receiving Two Degrees

Students receiving two degrees may elect to receive a diploma cover with both groups. To do this you will need two completed green cards. If your degree(s) are in different ceremonies, you may choose to attend 2

ceremonies or receive both degrees at your scheduled ceremony. 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 Michelle Blakely in the Disabilities Services Office at (660) 785-4478 as soon as possible, but no later than Monday, April 28, 2017.

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 their website at <http://disabilityservices.truman.edu/commencement.asp> and complete the Seating Accommodations for Spring Graduation form and then fax it to them at (660) 785-4011 by April 28, 2017. Guests requiring wheelchairs should bring them. There will be no wheelchairs available in Pershing Arena.

## Seating

There is NO reserved seating for guests. Special handicapped seating is available by requesting it in advance per instructions in the paragraph above.

## 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 the Small Gym before each ceremony. Proofs and ordering information will be emailed to you within a week after graduation.



# Posting of the Graduates for Media Purposes

Once the degrees are certified by the Registrar's Office, names of the graduates will be posted on the University website. Emails will be sent to Missouri media to let them know the names have been posted, and the media can announce the names. For those out-of-state graduates who would like to have their newspaper alerted, send an email to [pr@truman.edu](mailto:pr@truman.edu) with the name of the newspaper and email, and we will send that newspaper a link to the page. Keep in mind that major metropolitan newspapers will normally only consider running announcements for those students graduating with honors. For more information email [pr@truman.edu](mailto:pr@truman.edu) or call (660) 785-4016.

# Local Broadcast of Commencement

Truman State University will live stream the ceremony on the Truman Website. There will be space available for viewing in the SUB. Please be aware the weather can affect the audio and video signal quality of both the graduation display on the campus TVs and the web stream.

# Inclement Weather Plans

## RECEPTIONS

In the event of inclement weather, the receptions will be moved to the Hub in the Student Union Building.

# Questions

Please contact the Registrar's Office, McClain Hall 104, (660) 785-4143, [registrar@truman.edu](mailto:registrar@truman.edu) with any questions concerning Commencement.