

COMMENCEMENT INSTRUCTIONS

# Fall 2017

Saturday

December 16, 2017

11:00 a.m.

Pershing Arena

**TRUMAN**  
STATE UNIVERSITY

---

# FROM THE EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

November 2017

Dear Graduate,

Congratulations! Your hard work and dedication to excellence will culminate in your graduation from Truman State University in a few weeks!

Commencement is a joyful and meaningful time to reflect on your many experiences at Truman. The faculty, staff and administration are privileged to have been part of your life and we are pleased to celebrate your accomplishments on December 16th at the Fall Semester Commencement Ceremony in Pershing Arena.

We hope you achieve all of your personal and professional dreams and look forward to your active support of your University as a Truman alumnus.

With best wishes,

A handwritten signature in black ink that reads "Janet L. Gooch". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Janet L. Gooch

Interim Executive Vice President for Academic Affairs and Provost

# FALL 2017 COMMENCEMENT INSTRUCTIONS FOR GRADUATES

## 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/WEARE150> 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, December 16, in the Small Gym in Pershing Building by 10:00 a.m. Candidates will be seated by degree, not alphabetically. Since you will be in the Small Gym 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 from the Small Gym and proceed in the Procession into the seating area in Pershing Arena.

Each group will proceed to the stage single file on the right side of student seating. 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.

# Procession Order

*The academic procession will form at 10:50 a.m. in the following order:*

- Truman ROTC Color Guard
- Grand Marshal
- Sue Thomas, President and Janet Gooch, Executive Vice President for Academic Affairs and Provost
- Commencement Speaker
- Members of the Board of Governors
- University Vocalist
- Reader
- Two Junior Marshals
- Faculty Honorees
- Administration
- 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

# Granting of Degrees

*Degrees will be granted as follows:*

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

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

After the degree is conferred en masse 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.

After all the undergraduates receive their diploma covers, all masters degree candidates will rise at the request of the Provost Gooch and remain standing while the degree is conferred en masse by President Thomas. After the degree is conferred en masse, all master degree candidates will proceed to the stage 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.

## 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 complete 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.

# Recession

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

- Platform Party
- Administration and Faculty
- Masters degree recipients
- 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, MAcc 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 of 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 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 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 summer 2017 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 the Commencement ceremony, the University will host a reception in the HUB of the Student Union Building for all students, family members, guests, faculty, staff and administration. Light refreshments will be available.

# MISCELLANEOUS INFORMATION

## Seating

There is NO reserved seating for guests. Special handicapped seating is available by requesting it in advance per instructions in the following paragraph. The doors to Pershing Arena open at 9:30 a.m. for family seating on a first-come, first-seated basis.

## 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 Disability Services Office at [mblakely@truman.edu](mailto:mblakely@truman.edu) as soon as possible.

If disability accommodations (e.g., signing, wheelchair access) are required for graduates or guests, please contact the Disability Services Office at [mblakely@truman.edu](mailto:mblakely@truman.edu) or go to the DSO website at <http://disabilityservices.truman.edu/commencement.asp> and complete the seating Accommodations for Graduation request by form. There will be no

wheelchairs in Pershing Arena. Guests requiring wheelchairs should bring them. Handicapped parking is available in front of Pershing Building.

## 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 in Pershing before the ceremony beginning at 10:30 a.m. 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 at [www.truman.edu/honors/fall-2017-graduation-list/](http://www.truman.edu/honors/fall-2017-graduation-list/). 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's Department of Communication will live stream the Commencement Ceremony on the Truman Website.



# Inclement Weather Plans

The weather in Northeast Missouri changes quickly during the winter months. The December ceremony will be held indoors but in the event of inclement weather, an announcement regarding the procession for both faculty and students will be posted on the Truman State University webpage. The only effect this may have on the ceremony would be in regards to travel and parking or walking on campus.

## Questions

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