

# FROM THE EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

March 2018

Dear Graduate,

Congratulations! Your hard work and dedication to excellence has culminated in your graduation from Truman State University!

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 so pleased to celebrate your accomplishments on May 12th at the Spring Semester Commencement Ceremony in Stokes Stadium.

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 "G".

Janet L. Gooch  
Executive Vice President for Academic Affairs and Provost

# SPRING 2018 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 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. 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 12, 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 place(s) 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
- Susan Thomas, President, and, Janet Gooch, 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
- Candidates 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.

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 master degree candidates will rise at the request of Provost Gooch 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
- Master 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, 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 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 medallion. 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. 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. 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 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 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 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 two completed 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

If any member of your group requires disability seating, please visit the Disability Services Office website at: [https://formbuilder.truman.edu/web/form\\_builder2/form\\_builder.asp?testid=1222](https://formbuilder.truman.edu/web/form_builder2/form_builder.asp?testid=1222) to complete the request

form. The deadline for submitting seating requests is 5:00 p.m. the Monday before the ceremony.

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.

## 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.

## 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 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 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 Georgian Rooms in the SUB.

## 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 website.

### 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. There will be two ceremonies in this unlikely event and details can be found online at <http://www.truman.edu/commencement/emergency-rain-site-plan/>.

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 Georgian Rooms of the SUB 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.



