April 2016

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 7th, 2016 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,

Susan L. Thomas, Ph.D.
Executive Vice President for Academic Affairs and Provost
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. If you have a difficult name to pronounce, you may follow this link https://www.name-coach.com/record/BULLDOG2016 and 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 7th; 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.
<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>1:00</td>
<td>The platform party puts on academic dress and has pictures taken in the President’s Office. The Grand Marshal addresses the candidates in Baldwin and closes ranks.</td>
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<tr>
<td>1:15</td>
<td>Those students with a perfect 4.0 should go to the front of Kirk Memorial and graduation candidates should follow the Junior Marshals out of the auditorium to the northeast corner of Baldwin (outside). Faculty members should be assembled in academic regalia in McClain Hall.</td>
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<tr>
<td>1:20</td>
<td>The faculty and the platform party will line up in McClain to begin the procession.</td>
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<tr>
<td>1:30</td>
<td>Students: The bell tower will ring carolans and the graduation candidates will move north towards Ophelia Parrish and then diagonally back towards Baldwin. The Junior Marshals will come to a stop at the turn by the library where the students will move east in front of Kirk Memorial and will keep the line at a standstill until the wreath is laid. The bells will stop and everyone should turn and face the Joseph Baldwin Statue.</td>
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<tr>
<td>1:30</td>
<td>Faculty: The bell tower will ring carolans and Kim will hold the door open to McClain; the processional should be exiting the building. The Platform Party should be first, followed by the faculty. The processional should move to the southeast corner of the quad near Ophelia Parrish.</td>
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<tr>
<td>1:30</td>
<td>Everyone: The students with a perfect 4.0 will place the wreath at the base of the statue. As soon as the bells resume playing, the 4.0 students should re-join the processional; the faculty procession should turn east, move past OP, turn south and move past the south end of the Kirk Building with the graduation candidates following. The processional should turn west behind Kirk Building and proceed past the Sunken Garden; then turn south at Magruder and head towards Stokes Stadium.</td>
</tr>
<tr>
<td>No later than 2:00</td>
<td>The processional should be entering Stokes Stadium. The ROTC Color Guard will be in the front and will proceed to the stage with the flags. The Platform Party will proceed to the stage and the Junior Marshals will seat the faculty. The next set of Junior Marshals will seat the graduate students and then the undergraduate students. Once everyone is seated, the commencement ceremony will begin.</td>
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</table>
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, 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
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
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

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 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 Paino. 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
• 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; 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 2015 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

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 25, 2016.

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 25, 2016. 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 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

PROCEDURE

A decision to move the ceremony indoors will be made no later than 5:00 p.m. on Friday, May 6th. Each graduate will receive an email with notification that the Inclement Weather Plan has been implemented for Commencement. The information will also be placed on the University website homepage, TruView and posted on the social media sites. Updates will also be posted to the Registrar’s Commencement webpage at www.truman.edu/registrar/commencement/.
COMMENCEMENT CEREMONY

In the case of inclement weather, the Commencement ceremony will be held in Pershing Arena. Two 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. 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.

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, registrar@truman.edu (with any questions concerning Commencement.)