



FALL 2020

COMMENCEMENT
INSTRUCTIONS

FROM THE EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

From the Executive Vice President for
Academic Affairs and Provost

October 2020

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 November 21st at the Fall Commencement Ceremony in the 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,



Janet L. Gooch
EVPAA and Provost

FALL 2020 COMMENCEMENT INSTRUCTIONS FOR GRADUATES

General Instructions

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

During the two socially distant Commencement ceremonies, all degree candidates (undergraduate and graduate) will be recognized individually while walking across the stage with a diploma cover. Masks will be required as well as social distancing throughout the day. No guests or faculty will be permitted to attend the events, however, there will be a livestream of both ceremonies on Truman's YouTube channel. A ceremony will be held to honor all Bachelor of Science candidates at 10:00 a.m. in the Pershing Arena. Another ceremony will be held at 1:30 p.m. in the Pershing Arena to honor all candidates receiving Master's, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Arts, or Bachelor of Science in Nursing degrees. Doors will open one hour before each ceremony and will close 15 minutes before each ceremony begins. Candidates are encouraged to arrive 45 minutes before their respective ceremony begins. Candidates will be seated by degree in socially distant seating on the Pershing Arena floor and marked bleachers.

Each degree candidate must bring to Commencement **their ceremony specific entry ticket, diploma cover, green reader card with their name printed legibly on it, and any honor medallions they have received.** Graduation materials must be picked up from the Registrar's Office in McClain Hall 104 on November 4th or 5th between 10:00 a.m.-11:00 a.m. or 2:00 p.m.-4:00 p.m. There will be no admission into Pershing Building without a ticket for the proper ceremony. Candidates will hand their reader card to the Reader before crossing the stage. We ask that the phonetic pronunciation of each candidate's name is printed legibly on the reader card and each candidate record the pronunciation of their name on NameCoach (instructions will be emailed to candidates).

PROCESSION

Arrival

Degree candidates are encouraged to arrive 45 minutes before their ceremony begins. Candidates must enter Pershing Building through the main entrance on the east side of the building. Doors will open 1 hour before each ceremony begins. Candidates must be in academic dress and present their ticket in order to enter the building and participate in commencement. Commencement programs will be distributed once inside the building. Photographers will be located on the east side of the Pershing Arena to take optional posed photos of individual candidates. No group photos will be allowed. Once candidates have had their photos taken, or if they wish to not take additional photos, they will be directed to their seats on the west side of the Pershing Arena. Any graduates who arrive later than 15 minutes before their ceremony begins will not be permitted into the building.

Academic Procession

Degree candidates will not process into the arena; instead they will be seated before their ceremony begins. The platform party will process into the arena in the following order:

Grand Marshal
Susan Thomas, President
Janet Gooch, Executive Vice President for
Academic Affairs and Provost
Commencement Speaker
Student Speaker
Reader

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. After the degree is conferred, students will walk across the stage to be recognized.

Junior Marshals will lead rows of candidates to and from the stage. Candidates should carry their diploma cover and reader card and maintain 6 feet of distance between them and all other people at all times. There will be markings on the floor to guide candidates to maintain this distance. Before approaching the stage, candidates will hand the green reader card with their name on it to the Reader. The President and the Provost will congratulate graduates as they walk across the stage and a photo will be taken. Graduates should pause on stage where marked for a photo and they should also pause for a photo in front of a backdrop as they return to their seats.

During the second ceremony after all the undergraduates have walked across the stage, 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. The master's degree candidates will then be guided to walk across the stage in the same manner as the undergraduate candidates.

Recession

Participants will follow Junior Marshals to depart Pershing Building in the following order during the playing of the recessional:

- Platform Party
- Degree recipients as escorted by Junior Marshals

Academic Dress

1. Masks will be required throughout the entire time candidates are in Pershing Building. Masks must be worn properly.
2. Hoods for master's degree candidates, cords for bachelor's degree candidates, and ropes, caps, and tassels for all degree candidates are available for purchase at the Truman Bookstore. These are also available through Hurff Jones at the following link: www.herffjones.com/schools/college/24003546000/.

3. 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. Candidates receiving two degrees should choose one tassel to wear.
4. Caps should be worn straight, not tilted or tipped back.
5. Tassels should be worn on the right side. Candidates may not change their tassel from the right side until after receiving instructions during the ceremony.
6. Based on Truman tradition, we encourage candidates to wear dark shoes, dark skirts or pants, and long-sleeved white blouses or shirts. Candidates should wear shoes that are comfortable for walking up and down stairs 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 adorn an antiqued bronze medallion with 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 adorn a silver medallion with 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 adorn a gold medallion with a purple and white ribbon. Honors for Commencement will be determined based on the student's cumulative GPA at the end of the Summer 2020 semester. These medallions must be picked up from the Registrar's Office on **November 4th or 5th between 10:00 a.m.-11:00 a.m. or 2:00 p.m.-4:00 p.m.** Candidates are responsible for wearing their medallions to commencement. Final honors will be based on complete academic records once degrees have been verified and officially conferred. Questions regarding GPA should be directed to the Registrar's Office at (660) 785-4143.

MISCELLANEOUS INFORMATION

Graduates Receiving Two Degrees

Graduates receiving degrees that are awarded during both ceremonies may attend either ceremony or both. These candidates will initially be given a ticket to the 10:00 a.m. Bachelor of Science ceremony. If a candidate chooses to only attend the second ceremony they may exchange their ticket in the Registrar's Office (MC 104) prior to November 21st. If a candidate wishes to attend both ceremonies they must find a Registrar's Office Staff member in a purple polo by the east doors, where they entered, at the end of the first ceremony. They will be given an entrance ticket to the second ceremony and a new reader card.

For Degree Candidates with Disabilities

Degree candidates requiring disability seating or other accommodations should email Julie Sneddon at jsneddon@truman.edu. The deadline for requesting services and disability seating is 5:00 p.m. on Monday, November 16th.

Graduates requiring wheelchairs should bring them. There will be no wheelchairs available in Pershing Building. Accessible parking will be available in the parking lot east of Pershing Building.

Broadcast of Commencement

Truman State University will live stream both ceremonies through Truman's YouTube channel so family and friends can watch in real time. A link to the livestream will also appear on the Registrar's website at www.truman.edu/registrar/commencement/commencement-broadcast/.

Graduation Pictures

GradImages will take photographs of each graduate as they walk across the stage and a posed photo of candidates before they return to their seats. Arrangements have also been made to take an optional posed picture on the east side of the Pershing Arena before each ceremony begins. There will be no group photos. Proofs and ordering information will be emailed by **GradImages** to graduates within a week and a half of the ceremonies.

Mailing of Diplomas

Diplomas will be mailed to each graduate's permanent address in approximately mid-January following verifying of degrees. Candidates must ensure permanent addresses are accurate!

Posting of the Graduates for Media Purposes

Once degrees are verified 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 that the media can announce them. For 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 address. An email will be sent to that newspaper with a link to the page. Keep in mind that major metropolitan newspapers will normally only consider running announcements for students graduating with honors. For more information email pr@truman.edu or call (660) 785-4016.

COVID-19/Inclement Weather Plans

Due to COVID-19, there is a chance that the ceremonies will be converted to a virtual ceremony. This will be communicated via email if deemed necessary.

In the case of inclement weather, the ceremonies will not change but an announcement will be posted on the Truman State University webpage regarding parking and walking on campus if necessary.

Questions

Please contact the Registrar's Office by coming to the office in McClain Hall 104, calling (660) 785-4143, or emailing **registrar@truman.edu** with any questions concerning Commencement.