



TRUMAN
STATE UNIVERSITY

Spring 2021

**COMMENCEMENT
INSTRUCTIONS**

FROM THE EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

From the Executive Vice President for
Academic Affairs and Provost

April 2021

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 7th and 8th at the Spring Commencement Ceremonies 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

Spring 2021 COMMENCEMENT INSTRUCTIONS FOR GRADUATES

General Instructions

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

All degree candidates have been assigned to a specific ceremony and given ceremony-specific candidate and guest tickets for entry into Pershing Building. Be sure your guests are aware of your assigned ceremony and Truman's social distancing protocols. Family and friend's Commencement information will be available on the Registrar's website for reference.

During the seven socially distant Commencement ceremonies, all degree candidates (undergraduate and graduate) will be recognized individually while walking across the stage with their diploma cover. Masks will be required as well as social distancing throughout each day. Each graduate will be permitted 2 guests and there will be a livestream of all ceremonies on Truman's YouTube channel, Facebook, and the Registrar's website. The north doors (closest to East Patterson St.) will open one hour before each ceremony and close 15 minutes prior to each ceremony. Candidates are encouraged to arrive 45 minutes before their respective ceremony begins. Candidates will be seated in socially distant seating on the Pershing Arena center court.

Doors will open for guests 30 minutes before each ceremony begins. Guests must enter either through the west or east main doors of Pershing Building. Guests will proceed directly to the arena where each pair of guests will sit together on the bleachers and 6 feet from all other guest pairs.

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. 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. Reader cards should be complete with each candidate's name and phonetic pronunciation of their name printed legibly on it. We ask that candidate record the pronunciation of their name on NameCoach (instructions were emailed to candidates and a link is available on the Registrar's website at: <https://www.truman.edu/registrar/commencement/may-commencement-ceremony-2/>).

Procession

Arrival

Degree candidates are encouraged to arrive 45 minutes before their ceremony begins. Candidates must enter Pershing Building through the double doors on the north side of the building (closest to East Patterson St.). Doors will open 1 hour before each ceremony begins and will close 15 minutes prior to the start of each ceremony. 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 in the Small Gym to take optional posed photos of individual candidates. No group photos will be allowed and masks must be worn.

Once candidates have had their photos taken, or if they wish to not take additional photos, they will proceed to the arena and will be direct to their seats on the center court.

Any graduates who arrive later than 15 minutes before their ceremony begins will not be permitted into the building.

Academic Procession

Degree candidates 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
Student Speaker
Reader

Granting of Degrees

All 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, graduates will carry their diploma cover and 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 and walk to the base of the ramp to pause until their name is read. 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. Graduates should walk off the stage and continue walking down the hall behind the east bleachers. They will stop at the photo backdrop to have an additional photo taken before returning to their seats.

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 robes, caps, and tassels for all degree candidates are available for purchase at the Truman Bookstore.

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 a 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 Fall 2020 semester. Candidates should have already received their medallions during the Graduation Fair. 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 or honors should be directed to the Registrar's Office at (660) 785-4143.

Miscellaneous Information

For Degree Candidates with Disabilities

Degree candidates or guests requiring accessible seating or other accommodations must email Julie Sneddon at jsneddon@truman.edu. The deadline for requesting services and disability seating is 5:00 p.m. on Wednesday, April 28th.

Graduates and guests 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 all ceremonies through Truman's YouTube channel and a Facebook event so additional family and friends can watch in real time. A link to each livestream and a link to the Facebook event will also appear on the Registrar's website at:

<https://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 in the Small Gym before each ceremony begins. There will be no group photos and masks may not be removed. 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 May graduate's permanent address in approximately mid-June following verifying of degrees. August graduate's diplomas will be mailed in mid to late August. Each candidate is responsible for ensuring that their permanent address is 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 plans may need to change. Any changes will be communicated via email if deemed necessary.

In the case of inclement weather, ceremony plans 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.