It is expected that during the fall 2020 term all pending December graduates will regularly check their MTSU email for important graduation related information, which will be sent from Records@mtsu.edu.

1. **Diploma Name and Diploma Address Confirmation**: The graduation information link is available in your Pipeline account. **PipelineMT: Registration & Student Records Left Menu: Academic Records box: click Graduation Information link.**

   Your name as it will be printed on your diploma can be seen in the box titled Graduation. Your DIPLOMA NAME is your legal name on file in the MTSU student system at the time you submitted your Intent to Graduate. The diploma name change deadline for the program has passed. Diploma name change for the printed diploma must be submitted by December 11, 2020. See #10 below for additional information. There will be a $30.00 charge to change your name and re-issue your diploma once the diplomas have been printed.

   You must review and verify your DIPLOMA mailing address at the above graduation information link. Your diploma address is the address listed on your Intent to Graduate form. A diploma mailing address change can only be made by emailing records@mtsu.edu from your mtmail indicating “diploma” address. You must include your M#. All diploma mailing address changes must be submitted by December 11, 2020. There will be a $30.00 charge to re-issue your diploma if the diploma address was not updated by the deadline and subsequently mailed to an invalid address.

2. **Regalia (Cap/Gown) Pick-Up**: December graduates should make arrangements to pick-up their regalia at the Phillips Bookstore in the Student Union on one of the following updated days and times:

   - Saturday, November 14, 10 a.m. to 2 p.m.
   - Monday, November 16 through Wednesday, November 18, 8:30 a.m. to 6:00 p.m.
   - Thursday, November 19, 8:30 a.m. to 5:00 p.m.
   - Friday, November 20, 8:30 a.m. to 4 p.m.

   There is no charge to receive a cap & gown. Safe distancing procedures will be in place during pick-up and ALL entering the Bookstore must wear a mask.

   If you are unable to pick-up your regalia on the dates listed above, we encourage you to send someone else to pick it up for you. If someone else will be picking up your gown, you must provide your authorized person with a signed and dated statement from you, authorizing pick-up of your gown. Your note must list your full name, MTSU M#, your height & weight (used for gown size) and the name of your authorized person. Make sure your authorized person comes prepared to present their valid photo ID, such as a driver's license or their MTSU issued ID if they are also a student.

   Please note, if your regalia is not picked-up at the bookstore, the University will not mail regalia due to the gown size being unknown. Students who are unable to pick-up their regalia will receive a Jostens ordering link from the Records office on November 25. Students will have the opportunity to have it shipped directly to their home using the Jostens link. There is no charge for the cap and gown, but students will be responsible for shipping/tax charges.
3. **GRADUATION PHOTO OPPORTUNITY:** A mock MTSU graduation stage, including life size cutouts of Dr. McPhee, Tyler Henson, and Lightening, with college banners and unique MTSU backdrops, will be set-up near the welcome desk in the Student Union from November 14 - 25. All graduates are welcome to stop by, take a photo, and catch a special moment to post to your social media. You might even catch the real Lightening for a photo op! The photo area will be available during Student Union open hours.

4. **DIPLOMA:** Diplomas will be mailed to verified December graduates beginning approximately January 11, 2021, to the diploma address that displays on the Graduation Information link. There is no pick-up option. The diploma only includes your name and degree earned and is 8½”x 11” for undergraduates and 11” x 14” for graduate students. Majors, concentrations, and minors are not printed on the diploma but will be listed on the official transcript. Students earning a double major (same degree) receive one diploma. Students earning dual degrees (example: BS/BSN, BA/BM) will receive two diplomas. The official graduation date listed on your diploma and transcript will be December 12, 2020.

5. **TRANSCRIPTS:** Final fall term grades are not due until midnight, Sunday, December 13. Degrees are not awarded until all fall grades are posted and the graduation analysts have reviewed each candidate. Transcripts with degrees posted for verified December graduates are expected to be available on Friday, December 18, 2020.

6. **OUTSTANDING UNIVERSITY DEBT:** T.C.A § 49-7-104 and University policies 640/646 prohibit the issuing of diplomas, certificates of credit, or grade reports to any student unless the student has satisfied all debts or obligations owed to the institution. Please clear all outstanding debt with the Business Office by 4:00 p.m. on Friday, December 11, 2020.

7. **COMMENCEMENT:** President McPhee has announced that in-person ceremonies will be held at Floyd Stadium on November 21. All December 2020 graduates who wish to participate in the Nov. 21 ceremonies must complete and submit a reservation form no later than the **Sunday, October 25 deadline**, in order to participate in a Nov. 21 ceremony. We will not have the ability to add participants after October 25. See the Graduation webpage for ceremony specific information.

Participants who need ADA seat placement accommodations must notify us at Records@mtsu.edu, no later than November 2, 2020.

**Participation in the November ceremony does not imply degree conferral.** The last day of classes for all full-term instruction and required meetings remains November 25, with online final exams scheduled December 4-10. Final fall grades are not due until several weeks after the November ceremony. Degrees are not posted until all final grades are processed and successful completion of all candidate requirements are verified by the appropriate graduation analyst. Degrees will be posted and official transcripts available for verified December graduates on **Friday, December 18.**

8. **UNDERGRADUATE HONORS:** Undergraduate Latin honors (cum laude, magna cum laude, or summa cum laude) as listed in the graduation program, stole pick-up and ceremony recognition is tentative and determined by the inclusive GPA (MTSU and transfer college level courses/grades) at the time of submission of the program for printing. Official Latin honors notation on the diploma and transcript is determined by the inclusive GPA (MTSU and transfer college level courses/grades) at the end of the final semester. The inclusive GPA is for MTSU use only and does not appear on your transcript. [Latin Honors explanation](https://example.com).

To view your current Inclusive GPA go to PipelineMT > Registration & Student Records > Academic Records > GPAs or > Graduation Information
9. **CAREER DEVELOPMENT CENTER**: Services are available to students and alumni, which include Handshake our career management platform, college-specific career advisors for 1:1 appointments, job searching tools and templates as well as information about career fairs, and other events. Please go to www.mtsu.edu/career for more information and to schedule today!

10. **DIPLOMA NAME CHANGE PROCESS**: You do NOT have to submit legal documentation if you are simply changing an existing middle name to an initial, removing a middle or maiden name from your diploma name or updating your diploma name based on an official name change completed after submission of your Intent to Graduate. For this type of diploma name change, you can email records@mtsu.edu from your MTSU issued email. Please include your M number.

    If you need to change your diploma name (for example, add a middle name, change a last name, etc.), please send an email to records@mtsu.edu from your MTSU issued email and attach legal documentation which must show your name exactly as you are requesting it to be printed for the diploma. Legal documentation may include driver’s license, social security card (all but last four digits blacked out), marriage certificate, birth certificate, divorce decree, passport, court-ordered document, permanent resident card, or naturalization papers. If you want this name change to be made within the MTSU system, you must include a name change form, www.mtsu.edu/one-stop/docs/namechange.pdf, along with the documentation and scan and email to records@mtsu.edu or fax to 615/898-5538. **The form must indicate diploma name change is also requested.**

    If you are an International Student only International Affairs may change your system name. If International Affairs makes a change to your system name you must then notify records@mtsu.edu to update your diploma name by the deadline.

    19-OCT-2020