



GRADUATION PACKET

Office of Records & Registration

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Gallatin, TN 37066

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Application Deadlines:

Applications received by the **priority deadline** will be processed in the order received. A preliminary graduation audit by the Graduation Staff will be completed on applications received by the priority deadline.

Graduating Semester	Priority Deadline	Final Deadline
Spring	October 31 st	February 1 st
Summer	March 15 th	June 1 st
Fall	April 30 th	September 1 st

Students applying to graduate after the priority deadline must submit their Graduation Plan no later than the **final deadline** in order to be considered for the term of application. Applications received after the final deadline will be filed for the following term. Applicants must review all graduation requirements in the appropriate College Catalog for their program, check progress using DegreeWorks in the online student portal, and work closely with their advisor to ensure all requirements will be met in their anticipated graduation term.

How to Apply to Graduate and Next Steps:

Please note that it is the responsibility of each student, with guidance from the advisor, to ensure all necessary requirements have been met for program completion. Closely review all graduation requirements before submitting the Graduation Plan to the Office of Records & Registration.

1. Make an appointment with an Advisor.
2. Advisor and student together fill out "Section A" of the Graduation Plan.
 - If a student wishes to apply to graduate with a different major than what is on their account, they must submit a Change of Major/Program form to the Office of Admissions.
3. Advisor fills out "Section B" of the Graduation Plan while advising student of courses and any other requirements remaining to complete the program. Both student and Advisor sign the Graduation Plan below "Section B". (The approval of course substitutions must be submitted to the Office of Records & Registration prior to, but no later than, the day the student submits the Graduation Plan.)
4. Submit the signed Graduation Plan to the Office of Records & Registration **by the above deadlines**.
5. Refer to the next page of this packet for the Prospective Graduate Checklist and Graduation Exit Exams Checklist, which lists additional graduation requirements that must be completed prior to graduating.
6. Follow progress toward completion of program using DegreeWorks audit in the Vol State Portal.
7. Students are responsible for notifying the Office of Records & Registration of any change(s) in graduation status to include a change of program or anticipated graduation term.
8. **Regularly** check student email account for information from the Graduation Staff regarding graduation requirements and Commencement deadlines.

Commencement Information:

Vol State conducts two commencement ceremonies each year, at the end of the Fall and Spring semesters. Summer graduates participate in the following Fall ceremony. Participation in Commencement is optional, but strongly encouraged. Participating in the ceremony in no way confirms completion of requirements or official graduation. All program requirements must be completed before the credential can be posted to the student's transcript or a diploma awarded.

Due to the timing of grade entry at the end of each term, graduation honors to be included in the ceremony and on transcripts for degree seeking students are calculated based on the student's previous term GPA. All college level courses, including transfer work, will be included in calculating honors.

Student names will appear in the Commencement program as listed in our system. If a student has had a name change, a Change of Student Information form along with official documentation must be submitted to the Office of Records & Registration

PROSPECTIVE GRADUATE CHECKLIST

- _____ Complete all course requirements for program of study.
- _____ Take Exit Exam(s). [Refer to Graduation Exit Exams checklist below.]
- _____ Have a minimum VSCC GPA of 2.000. (Associate of Science in Teaching students must have a minimum VSCC GPA of 2.75.) (Certificate students must have a minimum GPA of 2.0 in their certificate hours to graduate.)
- _____ Pay all financial obligations to the College including parking tickets and overdue fees.
- _____ Visit the Commencement page online at <http://volstate.edu/Graduation> for important deadlines. Vol State conducts two commencement ceremonies each year, at the end of the Fall and Spring semesters. Summer graduates participate in the following Fall ceremony. Participation in Commencement is optional, but strongly encouraged. Participating in the ceremony in no way confirms completion of requirements or official graduation. All program requirements must be completed before the credential can be posted to the student's transcript or a diploma awarded.
- _____ Pick up your diploma on or after the designated dates for your graduating semester. Diplomas are available beginning the following dates for each term (or the first business day after if the following date falls on a weekend or holiday): Fall – February 15th, Spring – June 15th, and Summer – September 15th. **PLEASE NOTE:** Graduates that cannot pick up their diploma may have their diploma mailed to them by providing a written release and pre-addressed, prepaid 10 x 13 envelope to the Office of Records & Registration. Students that do not provide a pre-addressed, prepaid envelope must pick up their diploma in the Office of Records & Registration.
- _____ Visit <http://volstate.edu/Graduation/> for additional information such as honors, transfer scholarships, etc.

GRADUATION EXIT EXAMS

- _____ **ALL degree applicants** must take the ETS Proficiency Profile. (Students receiving a certificate are not required to take this exam.) For information on how to schedule an appointment, please visit the Testing Center website (www.volstate.edu/testing).
- _____ **ALL degree applicants** must meet the computer competency requirement by either passing INFS 1010 or taking the Computer Competency Exam (<http://volstate.edu/ComputerLiteracy>). For information on how to schedule an appointment, please visit the Testing Center website (www.volstate.edu/testing).
- _____ **All AAS Business, Computer Information Technology (CIT), Criminal Justice, and Entertainment Media applicants** must take an additional exit exam in their field of study. The AAS Business students must contact the Business Division office for a review prior to taking the exit exam. For information on how to schedule an appointment for the exam, please visit the Testing Center website (www.volstate.edu/testing).
- _____ **All Paralegal applicants** must take the Paralegal Exit Exam (degree and certificate seeking students). Students must first schedule a Paralegal review through the Social Science & Education Division. For information on how to schedule an appointment for the exam, please visit the Testing Center website (www.volstate.edu/testing).
- _____ **All Associate of Science in Teaching applicants** must have a minimum ACT Composite of 22 OR pass the Praxis I exams. AST students must also submit 3 Disposition Assessments with satisfactory ratings (forms are available in the Social Science & Education Division Office, Caudill 222). The Praxis I is not offered through the Vol State Testing Center; students must schedule this exam through a testing facility off campus (additional information is online at <http://www.ets.org/praxis>).
- _____ Any applicant that received a student loan must complete the online **Student Loan Exit Interview** (http://www.nsls.ed.gov/nsls_SA/).

*** Check your student email account for information from the Graduation Staff regarding graduation reminders and commencement ceremony deadlines. ***

