FAQs AUGUST 2020 GRADUATES

How can I receive my trueBLUE Graduation Box (and regalia)?

Phillips Bookstore Pick-Up:
Regardless if you plan to participate in a future ceremony, August graduates are encouraged to pick-up their regalia and trueBLUE Graduation Box at the Phillips Bookstore in the Student Union on one of the following days and times:

- Friday, July 31 between 8:00 a.m. – 4:00 p.m.
- Saturday, August 1 between 10:00 a.m. – 2:00 p.m.
- Monday, August 3 – Thursday, August 6 between 8:00 a.m. – 4:30 p.m.
- Friday, August 7 between 8:00 a.m. – 4:00 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 and trueBLUE Graduation Box on the dates listed above, you may 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.

trueBLUE Graduation Boxes not picked up during the scheduled pick-up times listed above will be mailed to verified August graduates in late August to the diploma address listed. Please note, if your graduation box is not picked-up at the bookstore, the mailed box will not include 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 during the week of August 10. 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.

EDD/PHD Only: Your regalia will be mailed to you in late August if not picked-up at the bookstore during the dates listed above.

What will be in my trueBLUE Graduation Box?
If you pick-up your box during the dates listed above, your trueBLUE Graduation Box will include:

- MTSU diploma cover
- Regalia including gown (with hood if a Masters graduate), cap, unique blue tassel with 2020 drop and appropriate undergraduate Latin Honors stole if earned
- 2 commemorative programs
- Invitation to a future ceremony
- MTSU frame
- MTSU Alumni bag
- Cords for University Honors College graduates
- Virtual ceremony card with link

Students that pick-up their trueBLUE Graduation Box will have their diploma mailed to their diploma mailing address after August degrees are verified. Diploma mailing for students that pick-up their graduation box will begin approximately August 20 and will be mailed via USPS. There is no pick-up option for the diploma.
If you or an authorized person cannot pick up your trueBLUE Graduation Box, your box will be mailed in late August via UPS. Your cap and gown will not be included in the box, as gown size is unknown. All other graduation box contents will be the same as those listed above, and will also include the diploma.

If I miss Bookstore pick-up, can I order my cap and gown?
Students who are unable to pick-up their regalia will receive a Jostens ordering link from the Records office during the week of August 10. 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.

I was expecting to receive a cord/stole due to my participation in Experiential Learning (EXL), MT Engage or from another campus organization. How will I receive my additional cord or stole?
The offices of Experiential Learning (EXL) and MT Engage have plans to mail the cords to you. Other offices will be responsible for communicating how they will provide their specific cord or stole to you. If you have not already received an email from the department/organization, please email their office directly.

I am a Veteran. How do I receive my Veteran’s stole?
Check your MTSU email for the Veteran’s Stole ceremony information.

Am I graduating with Latin honors?
Latin honors are only awarded to undergraduate students.

UNDERGRADUATE LATIN HONORS – BASED ON INCLUSIVE GPA
Cum Laude: 3.500 - 3.749 Inclusive GPA (white stole)
Magna Cum Laude: 3.750 - 3.899 Inclusive GPA (silver stole)
Summa Cum Laude: 3.900 - 4.000 Inclusive GPA (gold stole)

The inclusive GPA is calculated by combining your college level work attempted at MTSU, as well as, all college level coursework attempted at any other institution you attended. The GPA on your transcript and DegreeWorks lists your overall GPA.

Undergraduate Latin honors as listed in the graduation program, stole pick-up and for virtual ceremony recognition is only tentative and determined by the inclusive GPA at the time of submission of the program and may include some, but not all, summer courses.

Official Latin honors notation on the diploma and transcript is determined by your inclusive GPA at the end of the final semester after all grades are posted and the degree awarded.

To view your current Inclusive GPA in PipelineMT:
Registration & Student Records menu > Academic Records box > Choose GPAs or Graduation Information link

How do I request my free Alumni t-shirt?
If you have not already ordered your free Alumni t-shirt, visit the link www.mtalumni.com/2020, click on the registration button and complete the form to receive your first free alumni t-shirt compliments of the MTSU Alumni Association.

What do I need to do to participate in a future graduation ceremony?
Once we have finalized the RSVP process for August 2020 graduate participation at a future commencement ceremony, we will email the RSVP link to all verified August graduates. Our office is awaiting guidance from the University’s COVID-19 Strategic Task Force. Our next commencement ceremonies are scheduled for
December 12, 2020* and May 7 & 8, 2021. Time(s) will be announced once participant numbers can be determined. There are no additional fees to participate in commencement.

**IMPORTANT NOTE**: While the university plans to hold December* commencement, final event decisions are contingent on public health circumstances surrounding the global pandemic.

**When will my degree post?**

Final summer part of term grades are due from instructors on Monday, August 10. Once all final grades for all summer parts of term have been received and end of term processing completed, the Graduation Analysts will verify each expected graduate has successfully completed all requirements. Degrees for verified August graduates are expected to post on Thursday, August 13.

**How soon can I receive proof of my degree (official transcript)?**

Your official transcript is the official record of your degree(s) earned. Transcripts for verified August graduates will be ready for release on Thursday, August 13. You may choose to order transcripts using the direct link in your PipelineMT: Registration & Student Records > Academic Records > Transcript - Order Official. If you place your order now and select the “Hold for Degree” option, your transcript order(s) will be processed as soon as your degree is awarded. This is a fastest and most efficient way to release your transcript once your degree is awarded.

**NOTE**: We also report your degree to the National Student Clearinghouse. Current and potential employees can request verification of degree directly from the Clearinghouse.

**When will I receive my diploma?**

All August diplomas will be mailed, either in a diploma mailer if you picked-up your trueBLUE Graduation Box, or inside your graduation box if you did not pick-up at the bookstore. To guarantee you receive your diploma and/or trueBLUE Graduation Box, it is very important that you have verified your DIPLOMA MAILING ADDRESS. If a change is needed, you will need to email records@mtsu.edu from your MTSU email account with the updated diploma address information no later than 10 a.m., Friday, August 7. You should review your diploma address in your Pipeline account, please see below.

![Registration & Student Records > Academic Records > Graduation Information link.](image)

I am an international student who will return home prior to July 31. How will I receive my trueBLUE Graduation Box?

As an international student, please review the specific email sent to you on July 7.

**How do I order a duplicate diploma?**

The required form with instructions for ordering a duplicate diploma is available [here](link). Duplicate diploma orders for Summer 2020 graduates will be processed after all August diplomas and trueBLUE Graduation Boxes are mailed and will arrive in a separate envelope. Expect a 2-3 week turnaround time for these orders.

**Am I required to take the senior exit exam or major field test?**

No. The requirement for completing the senior exit exam and major field test has been suspended for summer 2020 graduates.

**Still have a question?**

Let us know by emailing Records@mtsu.edu. Other August graduates may be wondering the same thing, but please read through the FAQs carefully in case we already listed the answer.