Although the ceremony will not be held, it is still expected that during the summer 2020 terms all pending August graduates will regularly check their MTSU email for important graduation and future commencement updates 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. **All diploma name changes must be submitted by June 19, 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 August 7, 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 AND GRADUATION BOX:** There is no charge to receive a cap & gown. 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.

   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 will be mailed to verified August graduates late August to the diploma address listed.

3. **DIPLOMA:** Diplomas will be mailed to verified August graduates beginning **Monday, August 24, 2020** to the **trueBLUE Graduation Box** 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.

4. **TRANSCRIPTS**: Final summer grades are not due until Monday, August 10. Degrees are not awarded until all grades are posted and the graduation analysts have reviewed each candidate. Transcripts with degree posted for verified August graduates will be available by the evening of **Thursday, August 13, 2020**.

5. **VIRTUAL CEREMONY**: As soon as information is available regarding a virtual ceremony, an email will be sent to your MTSU email from Records@mtsu.edu.

6. **PARTICIPATION IN A FUTURE GRADUATION CEREMONY**: During the fall semester, once we are able to finalize the RSVP process for your participation at a future commencement ceremony, we will email the information with a link to your MTSU email. Our next two in-person ceremonies are scheduled for December 12, 2020* and May 7 & 8, 2021*. Times will be announced once participant numbers can be determined via the RSVP process.

   *IMPORTANT NOTE*: While the University plans to hold December 2020 and May 2021 ceremonies, final event decisions will be determined by the University’s COVID-19 Strategic Task Force.

7. **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, August 7, 2020.**

8. **UNDERGRADUATE HONORS**: Undergraduate Latin honors (cum laude, magna cum laude, or summa cum laude) as listed in the graduation program and for virtual 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.

   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 Lightning JobSource, college-specific career development, career fairs, and other special events. Please go to [www.mtsu.edu/career](http://www.mtsu.edu/career) for more information and services as well as to contact your career coordinator.

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](http://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.

12-JUN-2020