Steps to Graduation

UNDERGRADUATE STUDENTS

Specific dates/deadlines for completing the following steps can be found on the Office of the University Registrar’s Website at http://registrar.tennessee.edu/graduation.shtml.

☐ Step 1  Go to MyUTK online to verify that your name and mailing addresses are correct. Also, check your privacy status before applying as increased privacy requests could exclude you from the graduation program and other related matters.

☐ Step 2  Review your student profile and make sure all information is current before applying. Submit a graduation application by the deadline.

☐ Step 3  Run/Print a Degree Audit Report (DARS) for each major that you are applying for and review it with your advisor. Submit any petitions needed before your final semester.

☐ Step 4  Review the materials sent to you from the Office of the University Registrar as soon as you receive them. Information from the Office of the University Registrar will be sent to your UTK e-mail address.

☐ Step 5  Participation in the Commencement Ceremony is optional. However, if you plan to attend the Ceremony, you must purchase a cap and gown in order to participate. Candidates for graduate degrees (Bachelor, Masters, Education Specialists and Doctoral) must purchase a commencement hood. These may be purchased at the VolShop. Please read the sheet supplied by the VolShop Graduation Supply Counter and/or read the commencement information on Graduate Student Deadline Dates for Graduation for specific dates. Contact the VolShop for additional information. Call 865-946-7467 or email.

☐ Step 6  RSVP! – Reserve your seat at Commencement if you plan to participate. RSVP online at http://registrar.tennessee.edu/graduation.shtml for fall ceremonies and through your individual college for spring ceremonies.

☐ Step 7  Complete loan exit counseling (loan types including Federal Direct Loans, Federal Perkins loans, and UT Student Loans).

☐ Step 8  Clear any financial obligations (i.e. outstanding fees, parking violations, library fines, etc.).

☐ Step 9  Participate in the University Commencement rehearsal (optional).

☐ Step 10  Your diploma will be mailed to you.

☐ Step 11  Complete the online Career Profile (https://t.e2ma.net/click/kvcu4f/k75kqfb/o6j2d1b).

☐ Step 12  Print out an Academic History from MyUTK to keep for your records.