



# 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>.

- 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 Graduation Office as soon as you receive them. Information from the Graduation Office 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 UT Bookstore. Please read the sheet supplied by the University Bookstore Graduation Supply Counter and/or read the commencement information on Graduate Student Deadline Dates for Graduation for specific dates. Contact the Bookstore for additional information. Call 865-946-BOOK or email [bookstore@tennessee.edu](mailto:bookstore@tennessee.edu).
- 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** Schedule and attend a financial aid exit interview (loan types including Stafford 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 First Destination Survey (<http://utk.12twenty.com>).