



Spring Graduation Checklist Saturday, May 2, 2026

- **FILL OUT APPLICATION FOR GRADUATION.**
 - If deadline has passed, please contact Kim Raines in the Academic Center.
- **YOU MUST HAVE HAD A DEGREE AUDIT/GRADUATION CHECKOUT.**
 - **Traditional undergraduates must have had a degree audit.** If you have not had a degree audit, you will need to make an appointment with Teresa Tritt (for teacher licensure) or with the Academic Center (non-licensure).
 - **Non-traditional/adult study undergraduates and graduate level students** are audited within their program administration. Upon filing the graduation application, your audit will be updated and you will be contacted accordingly. Contact your program director if you have questions.
- **Optional: ORDER GRADUATION ANNOUNCEMENTS AND CLASS RING ONLINE.** Order directly via the Herff Jones website.
http://colleges.herffjones.com/college/_UU/index.html
- **Required: ORDER CAP AND GOWN ONLINE.** Order directly via the Herff Jones website.
http://colleges.herffjones.com/college/_UU/index.html
 - Discounted Price Deadline: March 2, 2026
 - Final Deadline to Order: April 2, 2026
 - All regalia will ship directly to your home.
- All students must have the proper cap, gown, and tassel. For those receiving a graduate degree, you must also have the appropriate hood. The academic cap should be worn flat on the head (horizontal with the ground), with the tassel on the right side until the diploma is received. The academic cap should not be decorated in any way. Graduate students wear their tassels on the left and do not move their tassels.
- **CHECK YOUR REGALIA AS SOON AS YOU RECEIVE IT.** ****Please check your regalia bag for the UU zipper pull.****
- **Wear the solid-colored tassel with your regalia to graduation.** The red and black tassel you receive with your regalia is a souvenir tassel.
- Only honor cords/stoles issued by Union University approved honor societies are allowed to be worn with regalia.
<https://www.uu.edu/studentlife/organizations/categories.cfm?ID=2>
- **Only service animals** that have been registered with the Union University Office of Disability Services will be allowed in the graduation ceremony. **Emotional support animals are not permitted at graduation.**
- **ALL GRADUATES ARE TO BE CLEARED WITH THE BUSINESS OFFICE.** If your diploma is held due to an account balance, it is your responsibility to let the Academic Center know when your account is clear so that you can make arrangements to pick your diploma up or have it mailed.
- **CHECK YOUR CHAPEL BALANCE TO MAKE SURE IT IS ZERO, if applicable.**
- **FILE APPLICATION FOR TENNESSEE TEACHERS LICENSE** during designated student teaching seminar, if applicable.

- **ANYONE WHO CHOOSES TO GRADUATE IN ABSENTIA must request to do so** when applying for graduation by completing a [Letter of In Absentia](#). (The hyperlink in red will take you to the electronic form.) On the form, indicate your preferred method to receive your diploma. These forms are also available in the Academic Center or from your program director. Your diploma will be available as you have indicated on the IA form **after graduation**. Please send in all in absentia requests by May 1 or as instructed by your Program Director. The delivery of diplomas for any requests received after that date may be delayed.
- **POST OFFICE:** Clean and close out your Union mailbox by providing a forwarding address. Only first-class and priority mail will be forwarded for up to six months. Please notify your bank, insurer, the Department of Motor Vehicles, and all subscription services of your change of address immediately.
- **NOTE: REMEMBER TO REPORT ANY CHANGES** in your original application for graduation to **Kim Raines or your Program Director** as soon as you are aware of them. If for some reason your application for graduation is cancelled, it is your responsibility to reapply.