



Summer Graduation Checklist July 26, 2025

- **APPLICATION FOR GRADUATION:** The deadline has passed. Contact Kim Raines in the Academic Center if you did not meet the deadline.
- **DEGREE AUDIT/GRADUATION CHECKOUT:**
 - **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 for participation in commencement: ORDER CAP AND GOWN ONLINE.** Order directly via the Herff Jones website.
http://colleges.herffjones.com/college/_UU/index.html
 - Deadline to order: June 26, 2025
 - All regalia will ship directly to your home.
- Proper regalia is required for participation. 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 color 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>
- **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 up your diploma or have it mailed.
- **ANYONE WHO CHOOSES TO GRADUATE IN ABSENTIA must submit a 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**.

- **NOTE: REMEMBER TO REPORT ANY CHANGES** in your original application for graduation to **Kim Raines** in the Academic Center **or your Program Director** as soon as you are aware of them. Please note: If your application for graduation is cancelled, it is your responsibility to reapply.