

College of Business • Spring Ceremony • May 3, 2025 • 12:00 p.m. • Carter Physical Education Bldg. (Gym)  
**RECEPTION FOR GRADUATES AND GUESTS IMMEDIATELY FOLLOWING THE CEREMONY**  
EAST LAWN OF GYMNASIUM

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### **Eligibility**

If you have questions about your eligibility to graduate, **REVIEW YOUR DEGREE WORKS PLAN OF STUDY AND CONSULT WITH YOUR ADVISOR.**

### **Ceremony**

- Report to the Sandridge Student Center Ballroom at 11:00 a.m. for line-up and instructions.
- Tickets are not required for the ceremony, and there is no limit to the number of guests invited; however, **space is limited. (Once the gym has reached capacity, guests will be directed to Classroom Building # 104 for a livestream viewing of the ceremony.)**

**Graduation supplies** may be ordered online (various packages are offered):

[colleges.herffjones.com/college/athensstate](https://colleges.herffjones.com/college/athensstate), **by March 14, 2025 (10:59 pm CST)**, or from the bookstore.

**\*There is no deadline for bookstore purchases, but they must be in person.**

- Basic prices (not including tax) are listed below:
  - Undergraduate cap/gown/tassel \$48.95
  - Masters cap/gown/tassel/hood \$99.00

### **Dress:**

- Commencement is a formal academic event. Dress should be, at a minimum, **business casual (collared shirt, slacks, dresses/skirts and comfortable walking shoes). Prepare to walk from Sandridge Student Center to the Gymnasium, which includes many stairs.**
- The University recognizes the significance of academic achievement as well as the value of service in University recognized clubs and organizations. Students are encouraged to demonstrate these achievements through the wearing of official honor cords and stoles **that represent those accomplishments.**
- Caps may be tastefully decorated; there must not be decorative items hanging from the mortar board.

### **Honors**

**Honors does not apply to graduate degrees**

- To be eligible for a degree with honors, a student must have completed at least 31 undergraduate semester hours at the University, not including coursework excluded by course forgiveness or academic bankruptcy.
- The following honors may be awarded to undergraduate students:
  - Institutional GPA of 3.9 - 4.0 *Summa Cum Laude* (gold medallion)
  - Institutional GPA of 3.70 - 3.89 *Magna Cum Laude* (silver medallion)
  - Institutional GPA of 3.50 - 3.69 *Cum Laude* (bronze medallion)
- Since all grades for the final semester may not be available in time for commencement ceremonies and printing of commencement programs, degree with honor designations for a commencement ceremony are unofficial.
- Final academic honor designations are determined after grades for the final semester have been posted. Final, official honor designations will be reflected on the Athens State transcript and on the Athens State diploma.
- Honors medallions are available in the University Bookstore for purchase, and online: <https://www.bkstr.com/athensstatestore/shop/graduation> The cost is \$20 (tax not included).
- **PLEASE CONTACT THE OFFICE OF THE REGISTRAR (STUDENT RECORDS) WITH ANY QUESTIONS REGARDING GPA OR HONORS: [registrar@athens.edu](mailto:registrar@athens.edu) or 256-233-8131.**

## Diplomas and Transcripts

- Diplomas will be sent electronically and mailed to **all** graduates by May 31, 2025. None will be given at the ceremony. Only degrees are posted on diplomas; majors and minors will appear on your transcript.
- Transcripts
  - should be used to provide employers with proof of graduation.
  - graduation information should be posted on the transcripts by the Records Office a day or two after grades are due (May 6, 2025).
  - If you need a transcript, please complete the Transfer Request Form located in the following link: <http://www.athens.edu/student-records/transcript-requests/>, or contact the **Office of the Registrar (Student Records)**:

256-233-8131  
[registrar@athens.edu](mailto:registrar@athens.edu)

## Questions:

For questions about the ceremony, contact the **Office of Academic Affairs**:

256-233-8103  
[molly.myhan@athens.edu](mailto:molly.myhan@athens.edu)

256-233-8108  
[pamela.clark@athens.edu](mailto:pamela.clark@athens.edu)

Graduates who need special accommodations for the ceremony should contact the Office of Academic Affairs before April 18, 2025. If one of your guests needs special accommodations, you should also contact the Office of Academic Affairs.

## Exit Counseling:

*To graduates who had a student loan while attending Athens State University, the Financial Aid Office would like to remind you that the Federal Government requires you to complete **exit counseling** at [Studentloans.gov](http://Studentloans.gov).*

## University Bookstore:

**UNIVERSITY BOOKSTORE**

**On the campus of Athens State University  
Sandridge Student Center**

**Phone: 256-233-8249**

**Email: [bookstore@athens.edu](mailto:bookstore@athens.edu)**

**Regular Business Hours**

<b>MON – THUR</b>	<b>10 AM – 4 PM</b>
<b>FRI – SUN</b>	<b>CLOSED</b>

**Hours for Graduation**

<b>Friday before Graduation</b>	<b>10 AM – 2 PM</b>
<b>Graduation Day</b>	<b>7 AM – 3 PM</b>

## Photographs:



The Grad Team **is pleased to be the official graduation photographer for your school.** The Grad Team photographers will take professional pictures of each and every graduate as they receive their diploma and exit the stage at the graduation ceremony. **There is no charge for this service and there is no obligation to order.**

Our address is:  
300 West Forest Avenue  
Ypsilanti, MI 48197

Customer Service number: 800-482-0321.

Our customer service hours during our graduation season are:

Mon: 8AM to 8PM EST  
Tue: 8AM to 8PM EST  
Wed: 8AM to 8PM EST  
Thu: 8AM to 8PM EST  
Fri: 9AM to 5PM EST  
Sat: 9AM to 5PM EST  
Sun: Closed

<https://thegradteam.com/>

## Ceremony Live stream/Video

For those who aren't able to attend, we will be streaming the live event. Links will be made available through the [Athens State University website](#) and social media accounts. In the event that the gymnasium reaches capacity, there will be a venue for watching the livestream in Classroom Building 104.

## Maps

<https://www.athens.edu/about/campus/maps-and-directions/google-map/>

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