

# Graduation Checklist

## Fall 2025

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Students must meet the following requirements in order to receive a degree and/or certificate in the desired program of study.

### ☐ Academic Requirements

**Complete all academic requirements** for the selected degree/certificate program.

### ☐ GPA Requirements

An **overall Grade Point Average (GPA) of 2.0** is required for degree and certificate programs with the exception of an Associate of Science in Teaching (AST).

**Students seeking an AST degree must have an overall GPA of 2.75.**

Only college-level courses taken at Walters State are computed in the GPA for graduation.

### ☐ Degree Specific Requirements

#### ☐ AST Majors:

**Successfully complete the Praxis and complete the Index of Suitability by Wednesday, November 5, 2025.**

For more information, contact:  
Division of Behavioral and Social Sciences  
423.585.2633

#### ☐ Business Majors:

**Take Business Exit Exam by Wednesday, November 5, 2025.**

For details, contact:  
Division of Business and Technical Education  
423.585.6972

#### ☐ Computer Information Technology Majors:

**Take Computer Information Technology Exit Exam by Wednesday, November 5, 2025.**

For details, contact:  
Computer Information Technology Department  
423.585.2644 or cit@ws.edu

### ☐ Clear All Holds

**All Holds (financial, missing items, traffic citations, etc.) on student accounts must be resolved before graduation.**

View details in your MyWS account or contact the office that placed the hold on your account for more information.

### ☐ Advisor

See your academic advisor for inquiries regarding **course substitutions**.  
*if applicable*

### ☐ Submit Cap & Gown Form

If you plan to participate in the commencement ceremony, **complete the electronic Cap & Gown Order Form by Friday, October 10, 2025.** A link to the form will be sent to your Walters State email address. Late orders received after the deadline will be moved to next semester's Commencement.

### ☐ Cap & Gown Distribution Begins

**Wednesday, November 5, 2025**, at all campuses, 8 a.m. - 4:30 p.m. Caps & Gowns will be delivered to the campus you selected on your order form.

### ☐ Attend Commencement (optional)

Dr. Jack E. Campbell College Center, "Z" Buda Gymnasium  
Health Programs Commencement Ceremony  
**Thursday, December 11, 2025, 5:00 p.m.**

General Commencement Ceremony  
**Thursday, December 11, 2025, 7:00 p.m.**

### ☐ Diploma Distribution Begins

**Wednesday, February 25, 2026**, at all campuses, 8 a.m. - 4:30 p.m. To have your diploma sent to Sevierville, Niswonger (Greeneville), or Claiborne, email your request to graduation@ws.edu.

***If you are unable to complete all of these requirements by the end of the semester, you will need to reapply for graduation for a subsequent semester.***

[ws.edu/student-services/records/graduation/](https://ws.edu/student-services/records/graduation/)

### Student Records Office

Room U-127  
Student Services Building  
423.585.2692  
Graduation@ws.edu