



To: Prospective M.Div., M.A., D.Min., Th.D., and Dual Degree Graduates

From: Mrs. Bobbie Hall, Associate VP of Enrollment Management/Registrar
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404-527-7707, 7708, 5737

CC: Denominational Dean
President-Deans
Vice President for Academic Services/Provost
Vice President Financial & Administrative Services
Vice President of Institutional Research
Director of Student & Community Life
Senior Class President

Date: February 24, 2010

Re: GRADUATION MAY 8, 2010

The list of candidates for the 2010 Commencement Exercise has been completed. This letter is to inform all potential graduates of ITC the processes that will take place within the next few weeks. Please keep this letter in order to refer back to these very important items.

The Registrar will present the list of candidates to the faculty for approval in March. The Vice President for Academic Services/Provost will present the candidates to the Board of Trustees for approval during the Spring Board Meeting in April.

1. If you plan to declare a concentration at this time, please contact the Registrar's office so we can include your concentration on our list of names to be approved by the faculty and Board of Trustees. It is optional to declare a concentration.
2. Graduating seniors are expected to take final examinations as scheduled during the week of April 19th – 24th. Grades are due on Tuesday, April 27th for all graduating seniors. It is the student's responsibility to communicate this date to cross-registered faculty. **Students with problems after the receipt of grades will be contacted immediately via telephone; therefore, please update your contact information via IQWeb as soon as possible.**
3. **All late grades, incompletes, and missing grades for the completion of your degree must be in the Registrar's office no later than close of business on**



Monday, April 26, 2010 in order to be eligible to participate in the Commencement exercises on May 8th.

4. Names of students who have not completed all degree requirements will be removed from the Commencement program. Each graduating senior will be provided an official copy of his/her transcript immediately following Commencement.
5. ITC does not hold a Summer Commencement. Students will be able to complete their requirements and obtain their degree during the summer provided their names are included on the graduate list in the Registrar's office for approval by the faculty and ITC Board of Trustees. Students who complete their degree requirements in the summer and wish to participate in the commencement exercise will be allowed to participate the following academic year (*May, 2011*). In other words, students cannot march until May 2011.
6. ITC has selected Jostens, Inc. to provide personalized invitations. Each invitation will include the graduate's full name and degree. Candidates may call Josten's customer service (1-800-854-7464) for additional information or visit Josten's website via the Internet (www.jostens.com). When ordering, you must be clear about your degree. A list of degrees is provided at the end of this memo. You have until March 31st to order invitations.
7. The graduation fee of \$150 includes the acquisition of your academic regalia. Deadline for graduation fee payment is April 15, 2010. ***Students will be allowed to keep their gowns, caps, tassels, and hoods. Doctoral students should note that their rental regalia do not include the caps. Doctoral tams are mandatory and should be purchased from Herff-Jones, Cap & Gown Division.***
8. In order to receive your final clearance from Financial Services, you must participate in the **'Graduation Financial Check List'** outlined by Financial Services.
9. Upon final clearance from the Office of Financial Services, academic regalia will be available for pick-up beginning April 26th through May 7th (**Mon-Thur, 10:00am--5:00pm**) in the Office of the Registrar located in Room 203, Costen Center. ***Graduates must complete the ATS 'Graduate Survey' prior to picking up regalia. The ATS 'Graduate Survey' is online. A link will be emailed to each ITC email account very soon for you to begin the survey. Once completed, the survey must be printed and a code will be given to you. Bring the code to the Registrar's office in order to pick up your regalia.***



10. Every graduating senior is expected to participate in Commencement. In the event a providential occurrence will prevent your attendance at the Commencement exercises, it will be necessary to make a written request to the Vice President for Academic Services, Dr. Edward Wimberly, by April 15th to obtain written approval to receive your degree **IN ABSENTIA**.
11. The Vice President for Academic Services, with the Marshals, will conduct a Commencement rehearsal on Friday, May 7th from 9:00am to 1:00pm at the Martin Luther King, Jr. International Chapel, Morehouse College. *Attendance is mandatory. If you do not attend rehearsal, you cannot participate in the Commencement ceremonies on May 8th. Please bring your academic regalia (cap, gown, hood, tassel & cord) with you to rehearsal.*
12. Commencement is a formal academic and public exercise. The dress code is dark shoes, skirts, and slacks for a professional and uniform presentation. You will be given procedures and requirements regarding the Commencement exercise at rehearsal. Information on the purchase of photographs is enclosed. Senior pictures will be taken on the day of rehearsal. *(Contact Mrs. Jane Jones at 404-527-7718) (See enclosed advertisement)*
13. Having satisfied the entire aforementioned, plan to report for the **COMMENCEMENT EXERCISES ON SATURDAY, MAY 8th at 7:00** in Brawley Hall (Room 100) located across from the Martin Luther King, Jr. International Chapel at Morehouse College. **Graduates will line up at 7:45am and the processional will begin promptly at 8:00am at Brawley Hall.** Commencement will begin promptly at **8:30am**.
14. Graduates will be able to pick up their degrees in the Registrar's office immediately following Commencement exercises in Room 203, Costen Center. A reception for all graduates and guests will be held at ITC immediately following Commencement exercises. **The Office of the Registrar will distribute diplomas in the Costen Center until 2:00pm.**
15. If you receive this letter in error and do not plan to graduate during the Commencement Exercises on May 8, 2010, please contact someone in the Registrar's Office at 404-527-7707 to have your name removed from the list.
16. Congratulations, you are almost there!

May 8, 2010 DEGREES



Master of Arts in Christian Education
Master of Arts in Church Music
Master of Divinity
Master of Divinity & Master of Arts in Christian Education
Master of Divinity & Master of Arts in Church Music
Master of Arts in Christian Education & Master of Arts in Church Music
Doctor of Ministry
Doctor of Theology in Pastoral Counseling