



Cap and Gown Order Form for DSCC Graduates

The following cap and gown information must be turned in to the DSCC Bookstore by March 1. You must pick up your cap and gown at the Bookstore no later than the day before commencement.

Last name: _____

First name: _____

Middle Initial: _____

Male: _____ Female: _____

Weight: _____ Cap Size: _____

Height with Shoes: _____ft. _____in.

Degree Earned: _____

Congratulations!



Statement of Vision

Dyersburg State Community College will elevate the region's educational attainment thereby enhancing the quality of life in West Tennessee.

About DSCC

Dyersburg State Community College is an open access, learning-centered institution that serves seven counties in West Tennessee. Founded in 1969, DSCC's vision is to enhance the quality of life in West Tennessee by elevating the region's educational attainment. The home campus of DSCC is in Dyersburg, and centers are located in Covington, and Trenton. Approximately 3,750 students are enrolled in Criminal Justice, Nursing and Allied Health, Business and Technology, transfer, and developmental studies programs. DSCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges, Inc. (SACS COC) to award the associate degree. Learning is enhanced by a variety of campus organizations, state of the art technology, service learning opportunities, honors, and sports programs. The college also serves the community by offering a variety of continuing education courses and online degree programs.



Dyersburg State Community College

Dyersburg • Covington • Trenton
1510 Lake Road, Dyersburg, TN 38024

731/286-3350 www.dsc.edu

Dyersburg State Community College is an Equal Opportunity Educator and Employer. A Tennessee Board of Regents Institution. PUB 09-11-054



Dyersburg State Community College



Get Ready to Graduate

Information you need to prepare for your upcoming graduation from DSCC.

Graduation Requirements

Dyersburg State awards the Associate of Science (AS) degree, the Associate of Arts (AA) degree, Associate of Science in Teaching (AST) and the Associate of Applied Science (AAS) degree.

Graduation Requirements for All Students Seeking Degrees:

1. Complete at least 60 semester credit hours of college-level courses.
2. Meet general education requirements and specific requirements for the selected program of study as listed in the *DSCC Catalog and Student Handbook*.
3. Must complete at least 25% of the credit hours for the degree through DSCC instruction.
4. Must have a cumulative Grade Point Average of at least 2.00 in college-level courses.
5. Must complete an Intent to Graduate form and submit it to the Office of Admissions and Records, located in the Student Center on the Dyersburg Campus, no later than the date specified in the Academic Calendar of the *DSCC Catalog and Student Handbook*.
6. If applicable, complete all Learning Support courses.
7. Participate in the testing and assessment program required by the DSCC Office of Institutional Advancement.*
8. Submit order information for a cap and gown to the DSCC Bookstore before March 1 of the intended year of graduation.

DSCC

Additional Testing Requirements: For Specific Majors

Students pursuing the AAS degree in the following majors must complete the National Career Readiness Certificate (NCRC) exam:

- Business Related Technology
- Computer Information Technology
- General Technology
- Health Information Technology
- Justice Services

For Specific Certificates

Most DSCC certificates require the completion of the National Career Readiness Certificate (NCRC) exam. Students completing a certificate should check with the Office of Institutional Advancement or the Office of Admissions and Records for NCRC requirements for a specific certificate.

The NCRC exam is offered each term on the Dyersburg Campus, the DSCC Jimmy Naifeh Center at Tipton County, the DSCC Gibson County Center and at any Tennessee Career Center. Failure to complete the NCRC exam will prohibit the release of the candidate's diploma or official copies of the academic transcript.

Catalog Option

Students are allowed to graduate by the requirements of the catalog under which they entered or any subsequent catalog, provided that the catalog containing the program being followed is not more than five years old based on the date of completion of graduation requirements. Students may not select catalogs from a year they were not enrolled at least one term.

So that the process of auditing your progress toward pursuing your degree or certificate can begin, you must complete and submit an Intent to Graduate form to the Office of Admissions and Records. After a review of your academic transcript and the required courses in your area of emphasis or concentration, you and your advisor will begin receiving information from the Office of Admissions and Records.

Before you graduate:

Prior to graduation, your file will be reviewed and you will be required to confirm with the Office of Admissions and Records that you:

1. meet all requirements for graduation;
2. are free of debts to Dyersburg State;
3. are approved for graduation by the Office of Admissions and Records.

Additional graduation requirements exist for those pursuing certain programs. Please consult your *DSCC Catalog and Student Handbook*.

Exit Exams/Job Placement Forms

731/286-3290

***All graduation candidates are required to complete an Exit Exam and a Job Placement form.**

Once you have completed your Intent to Graduate form, you will receive information from the DSCC Office of Institutional Advancement about completing these last requirements. Information about completing the NCRC exam will also be included.

It is important that you complete these tests by the scheduled dates that you receive in the mail. The dates will also be posted around campus and at the off-campus centers.

This information gathered from these exams and forms is a part of a report DSCC is required to submit each year to the Tennessee Board of Regents and the Tennessee Higher Education Commission.

See the following for information about:

- Cap and Gown
Bookstore, Campus Activities Building
- Exit Exam and Job Placement Form
Institutional Advancement Office
Eller Building
- Intent to Graduate Forms
Admissions and Records Office
Student Center

Congratulations!