



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 elevate the region's educational attainment thereby enhancing the quality of life in West Tennessee. The home campus of DSCC is in Dyersburg, and centers are located in Covington and Trenton. DSCC offers Tennessee Transfer Pathways programs, career technical certificates and degrees; learning support courses, continuing education and public service programs. The college is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. Learning is enhanced by a variety of student organizations, international learning opportunities, state of the art technology and intercollegiate athletic programs.

DYERSBURG STATE COMMUNITY COLLEGE

Dyersburg • Covington • Trenton
1510 Lake Road, Dyersburg, TN 38024
731-286-3350 www.dsc.edu

Dyersburg State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by Dyersburg State Community College. The following staff has been designated to handle inquiries regarding non-discrimination policies: Equity Officer, equity@dsc.edu, Eller Administration Building, Room 231, 1510 Lake Road, Dyersburg, TN 38024, (731) 286-3316 or Dean of Student Services, Deputy Title IX Coordinator, fultz@dsc.edu, Student Center, Room 123, 1510 Lake Road, Dyersburg, TN 38024, (731) 286-3234. Dyersburg State Community College's policy on nondiscrimination can be found at <http://www.dsc.edu/node/6332>. A Tennessee Board of Regents Institution. PUB 09_15_071



Dyersburg State Community College



Get Ready to Graduate

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

DSCC Awards the Following Degrees:

- Associate of Science (AS)
- Associate of Arts (AA)
- Associate of Science in Teaching (AST)
- Associate of Fine Arts (AFA)
- Associate of Applied Science (AAS)

Graduation Requirements for all Students:

1. Complete at least 60 semester credit hours of college-level courses.
2. Meet requirements for the selected program of study as listed in the *DSCC Catalog and Student Handbook*.
3. Complete at least 25% of the credit hours for the degree through DSCC instruction.
4. A cumulative grade point average of at least 2.00 in college-level courses.
5. Submit an Intent to Graduate form to the Office of Records no later than the date specified in the *DSCC Catalog and Student Handbook*.
6. If applicable, complete all Learning Support courses.
7. Take the Proficiency Profile Exam (Exit Exam), if graduating with an Associate Degree.
8. Submit cap and gown order information to the DSCC Bookstore before March 1 of the graduation year.

DSCC

Exit Exams/Job Placement Forms

All Associate Degree graduation candidates are required to complete the Exit Exam and a Job Placement form.

Once you have completed your Intent to Graduate form, you will receive information from the Office of Institutional Advancement regarding the Exit Exam, NCRC Exam and Job Placement Form, if applicable.

It is important that you complete these tests by the scheduled dates or your transcript and diploma will not be released.

Additional Exam Requirements for Specific Majors

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

- *Advanced Integrated Industrial Technology*
- *Business*
- *Computer Information Technology*
- *Criminal Justice*
- *General Technology*
- *Health Information Technology*
- *Medical Informatics*

For Specific Certificates

The following certificates require the completion of the National Career Readiness Certificate (NCRC) exam.

- *Agriculture Applications*
- *Certified Production Technician*
- *Computer Information Technology*
- *Corrections & Law Enforcement*
- *Electronic Health Record*
- *Medical Coding*
- *Mechatronics*

The NCRC exam is offered by appointment at any Tennessee Career Center. Failure to complete the NCRC exam will prohibit the release of the candidate's diploma and official 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.

In order to begin the audit process toward pursuing your degree or certificate, you must complete and submit an Intent to Graduate form to the Office of Records. After a review of your transcript and the required courses for graduation, you and your advisor will begin receiving information from the Office of Records.

Before you graduate:

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

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

See the following for information about:

- **Cap and Gown**-Bookstore, Campus Activities Building, 731-286-3241
- **Exit Exam**-Institutional Advancement Office- Eller Administration Building, 731-286-3290
- **Intent to Graduate Forms**-Office of Records- Eller Administration Building, 731-286-3350

Congratulations!