

University of the Incarnate Word
Office of the Registrar
Graduation Information Letter

**Even if you do not plan to attend the Commencement ceremonies,
you must know the deadlines and policies contained in this letter.**

You received this packet of information because you completed your degree requirements in August or will complete your degree requirements this December. If you applied to graduate in December and your plans have changed, please contact the Registrar's Office immediately so that your file may be changed to correct the conferral period.

General Information and Check List for Candidates for Graduation

The following information is provided to you to ensure that you have met the conditions to participate in the graduation ceremonies and so that you will know the policies governing the ceremony and the conferral of your degree. If you have questions about any of the items on the list, please call the Registrar's Office (829-6006) immediately.

COMMENCEMENT PARTICIPATION POLICY:

Your participation in the Commencement ceremonies is contingent upon you meeting the following two conditions:

1. You must be continuously enrolled in courses required to complete your degree.
2. Your balance in the Business Office must be clear, with no holds remaining on your account, by **Monday, November 23, 2009**.

Failure to meet these two conditions will prevent your participation in the Commencement ceremony.

Graduation Finale

Wednesday, December 2, 2009

3:00 p.m. – 6:30 p.m.

Sky Room, at the International Conference Center on the UIW Main Campus

We will distribute your Commencement tickets, as well as your caps and gowns, and will provide the printed instructions and information about the ceremonies. Representatives from various offices will also be available to assist as you complete the final requirements to participate in the ceremony. You may also want to stop by the campus bookstore to buy your official UIW alumni merchandise. This is a come-and-go event with no scheduled program. You will need to present a picture ID to pick up your tickets.

All account balances with the university must be cleared by **Monday, November 23rd** to receive your tickets or to participate in the Commencement ceremonies.

If you cannot attend the Finale and will send someone in your place:

- You must provide written authorization for the release of your tickets and other items. **We must receive your written authorization to release your items to others by Monday, November 23rd. You may fax to 210-829-3922.**
- We cannot accept your authorization by email.
- You need to list the individual who will pick up your items and we will need to see their picture ID before we release your tickets.
- If we do not receive your written authorization, by fax, by mail or in person by **Monday, November 23rd**, we will not release your items to others on your behalf.

If you did not order the cap and gown during the Senior Salute event, the vendor for the cap and gown will order one for you now and may charge a late fee. This fee is assessed by the vendor according to their deadlines and UIW cannot waive the fee. If you have questions about ordering your cap and gown, please contact the UIW bookstore at 210-829-6056.

BACCALAUREATE MASS INFORMATION

PLEASE READ CAREFULLY

1. The Baccalaureate Mass is for all students—in all programs—regardless of Commencement ceremony.
PLEASE NOTE: THIS IS THE ONLY BACCALAUREATE MASS
2. Ticket is not required
3. LOCATION: Convocation Center.
4. TIME AND DATE: **Friday, December 11, 2009, 5:30 p.m.**
5. Assemble in cap and gown on the lawn at 5:00 p.m. on the track between the football field and the Convocation Center.
6. **If you want to serve as a liturgical minister or offer a prayer of petition in your language, please indicate so on the Graduation Commencement Attendance Confirmation form (sent by separate email).**
7. PROCESSION TO AUDITORIUM: 5:25 p.m., Students first, then faculty, and followed by administration.

COMMENCEMENT CEREMONY ASSIGNMENTS AND INFORMATION

PLEASE READ CAREFULLY

FIRST CEREMONY: ALL GRADUATE AND DOCTORAL DEGREE CANDIDATES

December 11, 2009

7:30 p.m.

For all graduate or doctoral students receiving the following degrees:

Doctor of Philosophy
Master of Arts – Biology, Communication Arts, Education Religious Studies
Master of Arts in Administration
Master of Arts in Teaching
Master of Business Administration
Master of Education
Master of Science – Accounting (includes MS/BBA Accounting), Biology, Kinesiology, Nutrition
Master of Science in Nursing

COMMENCEMENT CEREMONIES INFORMATION—Admission by ticket only

1. LOCATION: Commencement will be Friday, December 11, 2009, 7:30 p.m. in Convocation Center.
The McDermott Convocation Center will be open to the public at 6:30 p.m., Friday, December 11th. **Tickets are required for admission and will be distributed during Graduation Finale on Wednesday, December 2nd. See information above.**
2. TIME and DATE: (Line-up and Processional)

- a. 6:45 p.m., Line-up for the Processional. Line-up will be in the Administration Building. **Bring your cap and gown.** Pick up seating cards in the Burke-O'Mahoney Room on the basement level of the Administration Building. Do not leave personal items in the Administration Building.
- b. 7:15 p.m., Processional. We will process from the Administration Building to the Convocation Center led by student marshals. Once inside the Convocation Center, you will go to your assigned chair and remain standing until instructed to sit.

SECOND CEREMONY: H-E-B SCHOOL OF BUSINESS AND ADMINISTRATION SCHOOL OF INTERACTIVE MEDIA AND DESIGN
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December 12, 2009	11:00 a.m.
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For all undergraduate students receiving the following degrees:

Bachelor of Applied Arts and Sciences
Bachelor of Arts – Administration, Communication Arts, Computer Graphic Arts, Fashion Management, Human Resources, Interior Environmental Design, Organizational Development, Psychology of Organizations and Development (PSOD)
Bachelor of Business Administration
Bachelor of Science – Computer Information Systems
Bachelor of Fine Arts – Computer Graphic Arts
Associate of Arts – Business Administration

COMMENCEMENT CEREMONIES INFORMATION—Admission by ticket only

1. LOCATION: Commencement will be Saturday, December 12, 2009, 11:00 a.m. in Convocation Center.
The McDermott Convocation Center will be open to the public at 10:00 a.m., Saturday, December 12th. **Tickets are required for admission and will be distributed during Graduation Finale on Wednesday, December 2nd. See information above.**
2. TIME and DATE: (Line-up and Processional)
 - a. 10:15 a.m., Line-up for the Processional. Line-up will be in the Administration Building. **Bring your cap and gown.** Pick up seating cards in the Burke-O'Mahoney Room on the basement level of the Administration Building. Do not leave personal items in the Administration Building.
 - b. 10:45 a.m., Processional. We will process from the Administration Building to the Convocation Center led by student marshals. Once inside the Convocation Center, you will go to your assigned chair and remain standing until instructed to sit.

THIRD CEREMONY: COLLEGE OF HUMANITIES, ARTS, AND SOCIAL SCIENCES DREEBEN SCHOOL OF EDUCATION SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING SCHOOL OF NURSING AND HEALTH PROFESSIONS
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December 12, 2009	5:00 p.m.
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For all undergraduate students receiving the following degrees:

Bachelor of Arts – Art, Child Studies, Cultural Studies, Early Childhood Administration, English, History, Interdisciplinary Studies, International Studies, Mathematics, Philosophy, Political Science, Psychology, Religious Studies, Sociology, Spanish

Bachelor of Fine Arts - Art
Bachelor of Music – Music Therapy
Bachelor of Science – Athletic Training, Biology, Chemistry, Engineering Management, Kinesiology, Meteorology, Nuclear Medicine Science, Nutrition
Bachelor of Science in Nursing
Associate of Arts –Liberal Arts

COMMENCEMENT CEREMONIES INFORMATION—Admission by ticket only

2. LOCATION: Commencement will be Saturday, December 12, 2009, 5:00 p.m. in Convocation Center.
The McDermott Convocation Center will be open to the public at 4:00 p.m., Saturday, December 12th. **Tickets are required for admission and will be distributed during Graduation Finale on Wednesday, December 2nd. See information above.**
3. TIME and DATE: (Line-up and Processional)
 - c. 4:15 p.m., Line-up for the Processional. Line-up will be in the Administration Building. **Bring your cap and gown.** Pick up seating cards in the Burke-O’Mahoney Room on the basement level of the Administration Building. Do not leave personal items in the Administration Building.
 - d. 4:45 p.m., Processional. We will process from the Administration Building to the Convocation Center led by student marshals. Once inside the Convocation Center, you will go to your assigned chair and remain standing until instructed to sit.

COMMENCEMENT POLICIES AND INFORMATION

1. **COMMENCEMENT CEREMONY ASSIGNMENT:** Students must attend the ceremony assigned to them based upon the degree they will receive.
2. **COMMENCEMENT DRESS REGULATIONS:** Each candidate will wear the designated cap, gown, and hood, which is available from the UIW Bookstore. All candidates must dress appropriately to retain the dignity of the occasion. No adornments (corsages, jewelry, etc.) will be permitted on the cap or gown. Candidates failing to comply with stated dress code will not be allowed to participate in the graduation ceremonies. You must arrive dressed for the ceremonies; you will not have time to change before the Processional for either the Baccalaureate Mass or Commencement.

Only sashes or honor cords awarded through institutionally recognized leadership organizations or membership in academic organizations through the schools/college are permitted as part of the academic regalia. Students who hold membership in the following honor societies or leadership organizations are permitted to wear honor cords or sashes as part of their academic regalia. Consult with your organization sponsor to determine the appropriate recognition item.

Institutional Honor/Scholar Societies:

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| Alpha Chi | National Honor Society |
| Alpha Lambda Delta | National Honor Society for First-Year Students |
| Kappa Gamma Pi | National Catholic Graduate Honor Society |
| McNair Scholars | Post-Baccalaureate Achievement Program |

Academic Honor Societies

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|---------------------------------------|---------------------------------|
| Alpha Mu Phi | History Honor Society |
| Delta Mu Delta | Business Honor Society |
| Iota Tau Alpha | Athletic Training Honor Society |
| Kappa Delta Epsilon | Education Honor Society |
| Omega Gamma Chapter of Pi Sigma Alpha | Political Science Honor Society |
| National Student Nurses Association | Student Nurses Association |
| Sigma Tau Delta | English Honor Society |
| Sigma Theta Tau | Nursing Honor Society |

Student Activities/Leadership Honor Societies

Alpha Kappa Alpha	Service Sorority
Alpha Phi Omega	Service Fraternity
Alpha Sigma Alpha	Service Sorority
Alpha Sigma Tau	Service Sorority
Chi Phi	Service Fraternity
Delta Beta Chi	Service Sorority
Delta Sigma Theta	Service Sorority
Lambda Chi Alpha	Service Fraternity
Phi Beta Sigma	Service Fraternity
Sigma Alpha Pi	Service Sorority
Student Government Association	Student Leadership

3. **TICKET INFORMATION:**

We determine ticket distribution numbers based upon the number of students who apply to graduate on or before the deadline posted in the Academic Calendar. Although we may accept applications for graduation after this deadline, the ticket distribution for students who do apply to graduate after the deadline may be limited. Therefore, students who apply after we determine ticket numbers may receive a reduced number of tickets compared to students who applied to graduate on or before the deadline.

- If you applied to graduate on or before the deadline of August 28th, you will receive **eight** tickets for admission to the Convocation Center.
- If you applied to graduate after the deadline of August 28th, we will make every attempt to provide you with the number of tickets you need and will contact you directly to inform you of the number of tickets you will receive.

IMPORTANT TICKET INFORMATION AND DEADLINE

Although we recognize family situations may prompt you to request additional tickets, fire-code regulations restrict the number of occupants in any of our facilities.

The Registrar's Office will maintain a list of students who request more than eight tickets and will distribute all available unneeded tickets. Those students who do not need all assigned tickets are encouraged to release your tickets back to the Registrar's Office so that we may re-distribute your unneeded tickets to those students who need additional tickets.

IF YOU NEED ADDITIONAL TICKETS, YOU MUST CONTACT THE REGISTRAR'S OFFICE IN PERSON OR BY PHONE (210-829-6006) TO ADD YOUR NAME TO THE LIST.

WE WILL NOT HONOR REQUESTS BY EMAIL.

DEADLINE TO REQUEST ADDITIONAL TICKETS: NOVEMBER 13TH

Everyone seated in the Convocation Center must have a ticket to enter the building. Children ages three years and above must sit in a seat and must have a ticket. Those children younger than three years may sit in the lap of a guest with a ticket but must do so for the entire ceremony. Guests in wheelchairs must have a ticket as well. The space immediately behind the student seating is reserved for wheelchairs.

4. **GRADUATION FEE:** All students are charged a graduation fee of \$25.00.

5. **GRADUATION IN ABSENTIA:** All candidates are encouraged to attend Commencement. If you choose not to participate, you must indicate on the "Attendance Confirmation Form" (to be sent by separate email) where you want your diploma mailed. **Diplomas will not be mailed if the confirmation form is not returned.**
6. **COMPLETION OF WORK:** It is the responsibility of each candidate to ascertain that all requirements for graduation are complete.
 - a. Candidates must complete all work by the last day of the semester in which their courses are offered and cannot receive an "I" in any course. If you do not or cannot complete your work by the deadline indicated, you must notify the Registrar's Office immediately to change your date of graduation from December to May.
 - b. You cannot receive a grade less than a "C" in your major, minor, teaching fields, concentrations, specialization or support work. You may not receive an IP during your final semester and remain a candidate for your degree. If you receive a grade of IP during your final semester, your date of graduation changes from December to May.
 - c. Grades for courses in which an "IP" grade was assigned during a previous semester are due in the Registrar's Office by noon, December 11, 2009. If the grade is not reported to us by the deadline, we will change your date of graduation from December to May. **It is the student's responsibility to ensure that the Registrar's Office has received the grade.** Grades for courses in which you are currently enrolled are due after Commencement (see #d).
 - d. Grades or scores for CLEP tests, departmental exams, transfer courses, inter-institutional courses, and/or correspondence are due **by noon**, December 11, 2009. If transcripts are not available by this date, the registrar at the college/university involved must notify the registrar at UIW by December 11, 2009.
 - e. **Official transcripts of transfer or correspondence work must be in the Registrar's Office at UIW by January 8, 2010 or your date of graduation changes from December to May.** Your diploma will not be released until the official transcript is in your file in the Registrar's Office at UIW. It is the student's responsibility to order transcripts needed to complete the degree.
 - f. The vendor who will print your diploma will mail the diploma directly to you to the address you indicate on the Commencement Attendance Confirmation Form (sent separate from this email message) once all grades are reported and the degree is posted. We anticipate delivery of the diplomas around late February.
 - g. Your account balance must be clear and all requirements for the degree met before we will order the diploma. Those students who have holds and cannot receive their diplomas must clear the hold and pick up the diploma within six months after your graduation date or the diploma will be destroyed. There is a re-order fee to replace the diploma.
 - h. **If a diploma has been ordered for you and you do not complete your degree as intended, you will be charged \$30 to replace your diploma.**
6. **TRANSCRIPT SERVICE:** Official transcripts reflecting the degree will not be available until mid-January. **Your account balance must be clear before a transcript will be released.**
7. **ACADEMIC GRADUATION HONORS:** Undergraduate students who complete associate or baccalaureate degree requirements and have met the residency requirements at UIW (refer to your catalog--excluding pass/fail, developmental, ESL courses) are eligible to graduate with honors. The level of honor is determined by the GPA achieved in all college-level semester hours attempted, to include transfer courses. Graduate students who complete their programs with a 4.00 average graduate with distinction. Honors are not awarded for doctoral work.

Honors announced during Commencement ceremonies are anticipated honors, based upon all classes completed and for which grades are posted. Grades for classes in which you are currently enrolled will not be used in the calculation of announced honors but will be used in the calculation of final, posted honors. Grades for these courses will not be posted to your academic record until after Commencement. Posted honors, which may differ from the announced anticipated honors, will be based upon the over-all grade point average, to include transfer work, calculated by the posting of the final semester grades.

8. **CEREMONY PROCEDURE:**

- a. A professional photographer has been hired to take your picture as you cross the stage. The photographer will take your picture as you cross the stage and as you exit the stage area. Please discourage family or friends from coming down to the stage area during the ceremonies. Family members who take pictures inside of the auditorium must be respectful of other guests and not block their view of the stage.
- b. Please check your cap and gown to ensure that you have a collar and tassel. Please also check to ensure that you have the correct hood for your degree. We will not have extra collars, tassels, caps, or gowns for your use. You may also need to bring pins to secure your collar and/or cap. No facility will be available to store purses or other valuables. Please make prior arrangements should you choose to carry these items.