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 graduated in August 2014 or will complete your degree requirements in December 2014. If you applied to graduate in December 2014 and your plans have changed, please contact the Registrar’s Office immediately so that your file may be updated to change 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 conditions:

1. You may participate in only one Commencement ceremony per degree. If you previously participated in a Commencement ceremony for the degree you wish to receive, you may not participate in this or any subsequent Commencement ceremony.
2. You must be continuously enrolled in courses required to complete your degree. If you drop required courses, you are not eligible to participate in the ceremonies.
3. Your balance in the Business Office must be clear, with no holds remaining on your account, by November 7, 2014.

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

Senior Salute
Thursday, October 9, 2014
10:00 a.m. – 6:00 p.m.
ICC Ballroom on UIW main campus

Information may be found at the Graduation link on the Registrar's Office web page.
Look for the Senior Salute Link

Graduation Finale
Tuesday, November 18, 2014
2:00 p.m. – 6:00 p.m.
McCombs Center, Rosenberg Sky Room on the UIW Main Campus

Commencement tickets are a highly sought after commodity and we will secure your tickets until we know that you receive them. For this reason, we will not alter our processes or policies.

We will distribute your Commencement tickets, as well as your caps and gowns, and will provide the printed instructions and information about the ceremonies. 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 November 7, 2014 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 us to release your tickets to another person. **We must receive your written authorization to release your items to others by November 14, 2014.**
- You must identify in your written authorization the name of the individual who will pick up your items and we will need to see that person’s picture ID before we release your tickets.
- **We cannot accept your authorization by email or at the Graduation Finale.** You may fax to 210-829-3922.
- If we do not receive your written authorization by fax, by mail or in person by November 14, 2014, **we will not release your items to others on your behalf.**

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

- You must come to the Registrar’s Office **after November 18, 2014** to pick up your tickets. We will email a PDF version of the Commencement handbook to you.
- Because we cannot ensure delivery of your tickets by regular post, we cannot mail your tickets to you. You must pick up your tickets **by 5:00 p.m., Friday, December 5, 2014.**
- We will not have tickets available at the Freeman Coliseum.
- You must contact the UIW Bookstore to pick up your cap and gown before Commencement. You may contact the Bookstore at 210-829-6056. The UIW Bookstore will be open on Saturday, December 6, 2014, from 9:00 until 3:00 p.m.
- There may be shipping fees to ship your cap/gown to you. You may contact the UIW Bookstore at www.uiw.bkstr.com.

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### BACCALAUREATE MASS INFORMATION

**PLEASE READ CAREFULLY**

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<tr>
<th>December 6, 2014</th>
<th>5:00 p.m.</th>
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1. **AUDIENCE:** The Baccalaureate Mass is for all students and tickets are not required.
2. **LOCATION:** Alice P. McDermott Convocation Center, UIW campus
3. **TIME AND DATE:** Saturday, December 6, 2014, 5:00 p.m.
4. **PROCESSION:** From the Administration Building, UIW campus; 4:45 p.m..
5. **ORDER:** Students first, then faculty, and followed by administration.
6. **ASSEMBLY:** Assemble in cap and gown by 4:30 p.m. in the foyer of Our Lady’s Chapel on the first floor of the Administration Building. Do not bring personal possessions for this Procession.
7. **SEATING:** Seating in the Alice P. McDermott Convocation Center for families and guests attending the Mass will begin at 4:00 p.m.
8. **LITURGICAL MINISTER SERVICE:** If you want to serve as a liturgical minister or offer a prayer of petition in your language, please contact the Office of Campus Ministry at **ministry@uiwtx.edu** or 210-829-3128.
9. **CONTACT INFORMATION:** If you have questions about the Baccalaureate Mass, please contact Campus Ministry at **ministry@uiwtx.edu** or 210-829-3128.
COMMENCEMENT CEREMONIES INFORMATION—Admission by ticket only

1. LOCATION AND DATE:
   a. All Students— Commencement will be Sunday, December 7, 2014, 2:00 p.m. in the Joe and Harry Freeman Coliseum, 3201 E. Houston, San Antonio, Texas
      i. The Freeman Coliseum will be open to the public at 12:30 p.m.
      ii. Tickets are required for admission and will be distributed during the Graduation Finale. See Graduation Finale information above.
      iii. Guest seating for Commencement will begin at 12:30 p.m.
      iv. There is a $5.00 parking fee for your guests to park on the grounds of the Freeman Coliseum. Students may park in a separate reserved parking area at no charge and will need a special parking pass for this area. Students using this parking pass must enter through the West Gate (refer to the map in the Commencement Handbook distributed at the Graduation Finale). This parking pass will be distributed during the Graduation Finale. Follow the Graduation Finale (above) instructions if you cannot attend that event.

2. LINE-UP AND PROCESSIONAL TIME
   It is important that you be in the line-up at the time designated for your Commencement ceremony. We will begin the Processional on time whether you are in line or not.

   All Students—
   • Refer to the Commencement Handbook distributed during the Graduation Finale for lineup location and instructions.
   • Bring your cap and gown. Leave your personal possessions with your guests.
   • Once you are in line, please stay in-line until we start the Processional.

SUNDAY CEREMONY:
ALL CANDIDATES

December 7, 2014  2:00 p.m.

For all students receiving the following degrees:

Associate of Arts  Doctor of Physical Therapy
Bachelor of Applied Arts and Sciences  Master of Arts
Bachelor of Arts  Master of Arts in Administration
Bachelor of Business Administration  Master of Arts in Teaching
Bachelor of Fine Arts  Master of Business Administration (includes MBA/BBA)
Bachelor of Music  Master of Education
Bachelor of Science  Master of Health Administration
Bachelor of Science in Nursing  Master of Science (includes MS/BBA)
Doctor of Philosophy  Master of Science in Nursing
Doctor of Nursing Practice
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.
   - Ladies, we will line-up on a sloped, concrete floor and your heels may slip on the surface which could cause you to fall. Therefore, we suggest you wear shoes with flat heels.
   - Candidates failing to comply with stated dress code will not be allowed to participate in the Commencement 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.
   - Students who contributed toward the Senior Class Campaign may wear the UIW Senior Class Campaign lapel pin on their gown. This is the only adornment worn on the academic gown that is authorized and sanctioned by the academic leadership of the university. You wear the lapel pin on the right chest area, below the hood. If you have not contributed toward the Senior Class Campaign, you may do so by contacting Stephanie Rodriguez (sarodri5@uiwtx.edu or 210-829-6075) in the UIW Development Office.
   - 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. The list of approved organizations may be found at graduation link on the Registrar's Office web page. Look for the Honor Cords/Sashes link.

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 apply to graduate after the deadline may be limited. Therefore, students who apply to graduate after we have determined ticket numbers may receive a reduced number of tickets compared to students who applied to graduate on or before the deadline.

   Although we recognize family situations may prompt you to request additional tickets, fire-code regulations restrict the number of occupants in our facilities. The Registrar's Office will maintain a list of students who request additional tickets and will distribute all available tickets. Those students who do not need all assigned tickets are asked to release their tickets back to the Registrar's Office so that we may re-distribute them to students who need additional tickets.

   Commencement tickets are a highly sought after commodity and we will secure your tickets until we know that you receive them. **For this reason, we expect you to follow instructions and we will not alter our processes or policies as a result.** Refer to the Graduation Finale information earlier in this letter if you cannot attend that event to pick up your tickets.

   **IF YOU NEED ADDITIONAL TICKETS...**

   you must request your tickets through the “tickets” link at the Registrar's Office web page on the graduation link. You may access that link here. [http://www.uiw.edu/registrar/Tickets.html](http://www.uiw.edu/registrar/Tickets.html).

   **WE WILL NOT HONOR REQUESTS BY EMAIL.**
Everyone seated in the Freeman Coliseum must have a ticket to enter the area.

Guests are not allowed near the stage in the Alice P. McDermott Convocation Center or on the floor of the Freeman Coliseum. Please arrange to have your pictures taken with your family after the ceremony.

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. The chairs immediately behind the student seating in the Alice P. McDermott Convocation Center are reserved for guests with wheelchairs. Refer to the map of the Freeman Coliseum in the Commencement Handbook distributed at the Graduation Finale to locate the handicap seating for that facility.

4. **GRADUATION FEE:** All students are charged a graduation fee of $50.00.

5. **GRADUATION IN ABSENTIA:** All candidates are encouraged to attend Commencement. We will mail all diplomas to the students’ permanent address. Therefore, we ask that you check your permanent address (on Bannerweb) to ensure that it is correct.

6. **COMPLETION OF WORK:** It is the responsibility of each candidate to ascertain that all requirements for graduation are complete. Students who do not complete degree requirements as indicated below will graduate in May rather than December.

   a. Your participation in the Commencement ceremonies does not in any way indicate that you graduated. The Commencement ceremonies are ceremonial only and do not represent the official conferral of your degree. If you do not complete your requirements as planned, we will confer your degree during the conferral period applicable to when you do complete your degree requirements.

   b. Candidates must complete all work by the last day of the semester in which their courses are offered and cannot receive an “IP” 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.

   c. You cannot receive a grade less than a “C” in your major, minor, teaching fields, concentrations, specialization or support work.

   d. 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, we will change your date of graduation to the next conferral period.

   e. Grades for courses in which an "IP" grade was assigned during a previous semester are due in the Registrar's Office by noon, December 5, 2014. If the grade is not reported to us by the deadline, we will change your date of graduation to the next conferral period. **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).

   f. Grades or scores for CLEP tests, departmental exams, transfer courses, inter-institutional courses, and/or correspondence are due by noon, December 5, 2014. If transcripts are not available by this date, the registrar at the college/university involved must notify the registrar at UIW December 5, 2014.

   g. **Official transcripts of transfer or correspondence work must be in the Registrar's Office at UIW by January 17, 2013 or we will change your date of graduation to May.** Your diploma will not be ordered 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.**

11. **DIPLOMA SERVICE AND DELIVERY:** The vendor who will print your diploma will mail the diploma directly to your permanent address (review on Bannerweb) once all grades are reported and the degree is posted. We anticipate shipping of the diplomas late February.

   a. Your account balance must be clear and all requirements for the degree met before we will order your diploma.
b. We will order your diploma (in mass) once we have posted all degrees for December. Afterward, we order diplomas once a month. We will not order your diploma if you have a hold on your account. Once your account is clear, we will add you to our monthly order.

c. We will not order your diploma if you have a hold on your account.

12. TRANSCRIPT SERVICE: Official transcripts reflecting the degree will not be available until early January. Your account balance must be clear before a transcript will be released.

13. ACADEMIC GRADUATION HONORS:

- Undergraduate and professional students who complete degree requirements and have met the residency requirements at UIW (refer to your catalog) 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.
- Courses considered developmental or ESL do not count toward honors.
- Courses completed as P/F do not count toward honors.
- Graduate students who complete their programs with a 4.00 average graduate with distinction rather than with Latin honors.
- 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 overall grade point average, to include transfer work, calculated by the posting of the final semester grades.

14. CEREMONY PHOTOGRAPHY:

a. We have hired a professional photographer to take your picture as you cross the stage and as you exit the stage area. The Registrar's Office will send a link for the photographer to your UIW email account during the week of Commencement. You will use this link to review your picture proofs and to order your pictures.

b. **Guests are not allowed on the floor of the Freeman Coliseum or near the stage in the Alice P. McDermott Convocation Center.** Please arrange to have your pictures taken with your family after the ceremony (see the next bullet).

c. The photographer will be available immediately after the ceremony to take additional pictures of you and your family, which you may then order online. If you want to take advantage of this service, please come to the front of the stage immediately after the ceremony. Your family may join you at the stage at that time.

15. ADDITIONAL CEREMONY INFORMATION:

a. Please check your cap and gown package to ensure that you have a cap, gown, and tassel. Please also check to ensure that you have the correct hood for your degree (graduate, Ph.D., and professional programs only). We will not have extra hoods, tassels, caps, or gowns for your use.

b. No facility will be available to store purses or other valuables and no one will be available to assist you with these items if you carry them to the coliseum or convocation center. Please make prior arrangements with your family to take care of your personal items.

c. Guest seating in any facility is on a first-come-first-served basis and family members may not reserve or save seats for guests who are not present. Please ask your guests to arrive early if they wish to sit together.

d. Please be advised that guest seating in the Alice P. McDermott Convocation Center is on metal bleachers with steep steps. Therefore, the use of baby strollers is not permitted. Baby strollers are not permitted in the Freeman Coliseum.
e. You should consider whether the metal bleachers in either the Alice P. McDermott Convocation Center or the steep steps of the Freeman Coliseum would be appropriate for members of your family who may be elderly or fragile.

f. Family members who arrive early to either facility should bring a light wrap so that they are comfortable while they wait for the ceremony to begin. Guests who arrive early may find the facilities chilly and uncomfortable.

g. UIW security or officers from the Bexar County Sherriff’s Office will remove guests who are disrespectful of others, do not comply with a request of a school official, or who disrupt the ceremony in any way.

h. We will provide parking, seating, and assembly information in the Commencement Handbook provided at the Graduation Finale.