

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 2019 or will complete your degree requirements this December 2019. If you applied to graduate in December 2019 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 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.
3. Your balance in the Business Office must be clear, with no holds remaining on your account, by **Friday, November 8, 2019**.

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

Graduation Fair

Thursday, November 14, 2019 - 1:00 p.m. – 7:00 p.m.

and/or

Friday, November 15, 2019 – 10:00 a.m. – 4:00 p.m.

Student Engagement Center on the UIW main campus

We will distribute your caps and gowns and will provide the 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 cap and gown. Information may be found on Blackboard under My Organizations, December 2019 Candidates, Information. Information is also available at the graduation link on the Registrar web page.

All account balances with the university must be cleared by **Friday, November 8, 2019** to receive your tickets or to participate in the Commencement ceremonies.

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

- You must provide written authorization for the release of your items. **We must receive your written authorization to release your items to others by Wednesday, November 13, 2019. You may fax to 210-829-3922.**
- 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 will release your items.
- We cannot accept your authorization by email. **Again, we will not accept authorizations at the event. We must receive your authorization before the event.**
- If we do not receive your written authorization, by fax, by mail or in person by **Wednesday, November 13, 2019**, we will not release your items to others on your behalf.

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

- 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 14, 2019, from 9:00 a.m. until 3:00 p.m.

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 and gown. All graduate, and professional students wear their hoods. Doctoral students will be hooded on-stage.
 - All candidates must dress appropriately to retain the dignity of the occasion. **No adornments (corsages, jewelry, decorations, etc.) will be permitted on the cap or gown.**
 - Ladies, we will walk on a sloped, concrete floor and your heels may slip on the surface causing you to fall. We suggest that you wear shoes with flat heels.
 - Candidates failing to comply with stated dress code will not be allowed to participate in the ceremonies. You must arrive dressed for the ceremonies; you will not have time to change before the Processional.
 - Students that contributed to the Senior Class Campaign may wear the Senior Class Campaign pin on their gown. This is the only adornment authorized and sanctioned by the academic leadership of the university. 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 at this link: <http://gvcmp.us/09ot7y> or contact the Development Office at 210-829-6013.
 - Only sashes or honor cords awarded through institutionally recognized leadership/service organizations or membership in academic honor organizations through the schools/college are permitted as part of the academic regalia. Students who hold membership in 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 the 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 that 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 that apply after we determine ticket numbers may receive a reduced number of tickets compared to students that 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 the facilities used for events. Everyone admitted to the graduation ceremonies held at the Freeman Coliseum must have a ticket to enter the building. **Children ages three years and above must sit in a seat and must have a ticket.** 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.

UIW will use an online ticket process for distribution of the Commencement tickets. This process allows students to print their tickets, email tickets to their guests, and donate unneeded tickets back to a ticket pool for other students that might need additional tickets.

PLEASE NOTE: TICKET DISTRIBUTION PROCESS!!

- The Registrar's Office will send you the link and instructions for reserving your allotted tickets on November 11, 2019. You must reserve your tickets by the deadline of December 6, 2019.
 - You must reserve your tickets from the allocate pool of tickets through the UIW online graduation portal.
 - To reserve your tickets, your account balance with the university must be clear and you must have no holds on your account. **The deadline to clear holds is November 8, 2019.**
 - **After December 6, 2019, the Registrar's Office will determine the number of unreserved tickets and will reallocate those tickets to students that need additional tickets.**
 - We will notify you via Cardinal mail if any additional tickets become available. **We anticipate students that need additional tickets may receive one-to-three additional tickets, depending on availability.**
4. **GRADUATION FEE:** All students are charged a graduation fee of \$50.00.
 5. **GRADUATION IN ABSENTIA:** All candidates are encouraged to attend Commencement. Diplomas will be mailed from the printer to the address provided on the Statement of Intention to Graduate form by our December graduates. If this form was not returned to our office during the semester, your Permanent address on Bannerweb will be used.
 6. **COMPLETION OF WORK:** It is the responsibility of each candidate to ascertain that all requirements for graduation are complete.
 - 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, concentration, 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 13, 2019. If the grade is not reported to us by the deadline, we will change your date of graduation to the next conferral period.
 - f. Grades or scores for CLEP tests, departmental exams, transfer courses, inter-institutional courses, and/or correspondence are due by noon, December 13, 2019. If transcripts are not available by this date, the registrar at the college/university involved must notify the registrar at UIW by December 13, 2019.
 - g. **Official transcript of transfer or correspondence work must be in the Registrar's Office at UIW by January 17, 2020 or we will change your date of graduation to May 2020. The Registrar's Office will not order your diploma 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.

7. **DIPLOMA SERVICE AND DELIVERY:** The vendor will print your diploma and mail the diploma to the address provided on the Statement of Intention to Graduate form by our December graduates. If this form was not returned to our office during the semester, your Permanent address on Bannerweb will be used. The deadline to update your permanent address is December 13, 2019. We anticipate delivery of the diplomas around late-February.
 - a. Your account balance must be clear and all requirements for the degree met before we will order your diploma.
 - b. We order diplomas once a month and will order your diploma once you clear your hold should you not clear your balance by November 8, 2019.
8. **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.**
9. **ACADEMIC GRADUATION HONORS:** Undergraduate, Pharmacy, and Optometry students who complete 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.

10. **CEREMONY PHOTOGRAPHY:**
 - a. A professional photographer has been hired to 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.
 - b. Family members who take pictures inside of the auditorium must be respectful of other guests and must not block their view of the stage. Family members will not be allowed near the stage once the ceremonies have begun. We suggest that you and your family gather in front of the stage after the ceremony for your family pictures.
11. **ADDITIONAL CEREMONY INFORMATION:**
 - a. 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, if required for your degree level. 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.
 - 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 into the auditorium. Please make prior arrangements should you choose to carry these items.
 - c. Guest seating in the auditorium is on a first-come-first-served basis and family members may not reserve or save seats for guests who are not present.
 - d. Please be advised that guest seating in the auditorium is on metal bleachers with steep steps. Therefore, the use of baby strollers is not recommended. Additionally, you should consider whether the metal bleachers would be a comfortable seating area for members of your family who may be elderly or fragile. Baby strollers are not permitted in the Freeman Coliseum.

- e. We will cool the auditorium to a temperature of 65° to ensure that the auditorium is comfortable during the ceremony. Family members who arrive early should bring a light wrap so that they are comfortable while they wait for the ceremony to begin.
- f. UIW security 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.
- g. We will provide parking, seating, and assembly information in the Commencement Handbook to be posted on Blackboard.