



# Commencement



# Team Effort

The Office of the Registrar and Degree Planners will need to work closely to ensure we include all students who are eligible to participate in Commencement.

The **Degree Planners** role is to code all students as RG or EW, verify Outcome Completion Term, Name on Diploma, Majors, Minors, Latin Honors, etc.

**Office of the Registrar Commencement Coordinator** runs reports, verifies address to mail diploma, orders diplomas, coordinates Special Cases.

All Commencement Reports are based on the “Outcome Completion Term” and “RG” or “EW” coding in Banner. If a student does not fall within these parameters, they will not appear on our report. We have no way of knowing if someone is missing. We rely on the Degree Planners to verify accuracy. If name errors are identified, please correct them as soon as possible. We have 5 different reports that the name pulls through, so it is important that it meets Baylor’s standard (all initials have period and Jr. has comma before).

# Ceremonies

The first business day after the Last Day to Add Classes, FIs will be converted to RGs. This provides us with an estimate of graduates. Institutional Events and our office determine how many ceremonies will occur and assign Schools/Colleges to specific ceremonies.

We have created a list that includes “assignment” of majors and/or degrees to Schools/Colleges. Let me know if you want a copy of the list. Graduate School is the most challenging. This past May, we had close to 30 students come to wrong ceremony based on information they received from Advisors, Faculty, etc. FYI - The Ceremony Participation List includes Ceremony Assignment when multiply ceremonies will occur.

# Commencement Information

The Commencement Website provides valuable information to graduates, parents, and attendees. It also includes a link to the Non-Participation Form. We request that all graduates who will not attend complete this form. It helps in preparation for the Marshals and organization for the ceremony. Students should arrive an hour before the ceremony to line up for the procession.

The week of the ceremony is very hectic for Institutional Events and myself. Please encourage students to send emails and include their ID number. **Remember** - We do not determine if a student is Eligible to Walk. We cannot change Latin Honors.

# Honors

Latin Honors apply to Undergraduate degrees and only Baylor University residence credit is considered in calculating these averages. Latin Honors are not determined until after all grades are in, so for the Commencement Ceremony the cumulative GPA from previous term is used. This is “locked in” once the program is initially submitted. We are not able to change the Latin Honors for the ceremony. The diploma and transcript will reflect the final cumulative GPA.

The Provost’s Office has changed the policy for 4.0 Medallions. Since we have moved to a Non-Certified Commencement Ceremony, the Medallions are not available prior to the ceremony. The 4.0 List is provided to Institutional Events once all degrees have been awarded. These students will be mailed a medallion if they request it by emailing [commencement@baylor.edu](mailto:commencement@baylor.edu).

# Commencement Participation List versus Certified List

The list provided to you weekly will be referred to as the Commencement Participation List when the graduates are coded as RG or EW. Once Degrees are awarded, it will be referred to as the Certified List.

Since we now have a non-certified ceremony, there is a disclaimer in the Program stating:

**NOTE:** This program is not an official University document. The exclusion of the names of students is not to be taken as indicative of their official status as non-graduates, nor is the inclusion of the names of students to be taken as certification of their official status as graduates.



# The Diploma

The diploma is 14 inches x 11 inches horizontal. Signatures of the chair of the Board of Regents, the president, the provost, and the appropriate dean, along with a gold embossed seal, are on the diploma. The College Name, Degree, Latin Honors (if applicable) and/or University Scholar (if applicable), and Student Name are included on the diploma. Major(s) are not included on the diploma. The Honors Program and BIC provide gold seals for students to adhere to their diploma.

Diplomas will be ordered once degrees are awarded. Once the order is placed, our vendor in Virginia produces and ships them within 10 business days via the United States Postal Service. The student receives an email in their Baylor account that allows them to track the package. A student should email me with any damages and include their name and Baylor ID Number.

# Participating in Commencement

Conferral of an academic degree is a separate event from the public commencement ceremony that symbolically commemorates that academic achievement. Baylor students who participate in commencement ceremonies are considered candidates for a degree. The final awarding of degrees and honors is contingent upon the satisfactory completion of the appropriate requirements by each candidate. Degree conferral is not official until grades are posted and candidates are certified as having completed all requirements. Only then do graduates receive their diplomas. Baylor University uses a single date for the conferral of all degrees.

# Program and MarchingOrder Display

Graduate information for the Program and MarchingOrder Display at the Ceremony is submitted 4 to 6 weeks before the ceremony. We have vendors who print the program and prepare the Graduate Cards and Display.

Anyone added after this point will have a different color card because they are manually added. We do not have access to a printer once we transition to the Ferrell Center.

The display at the Ceremony will include the Student Name, Degree, Major(s), and Latin Honors (if applicable). The Program includes this information plus BIC, Honors Program, and Dual Degrees.

# Special Cases

Any student wanting to walk in a future ceremony must obtain permission from the Dean's and Provost's Office. Once approved, send email to Sandra Groves. The email should include the student's name, Baylor ID, and alternate email to contact the student.

Students who graduated in 2020 do not have to get approval. Direct them to email Sandra Groves with the same information listed above.

Additionally, all students who are being awarded a degree in the current term and were awarded a degree in 2020 will be asked if they want to be recognized for both degrees at the ceremony.

# Diploma Names

The name entered in SHADIPL for the Diploma Name is used for all Commencement Reports.

Please update this name according to Baylor policy so it pulls through correctly. Baylor Marketing & Communication Policy is that all initials should be followed by a period. Jr. and Sr. should have a period after the abbreviation and a comma before. There should be no extra spaces between the names.

Notify Sandra Groves if the student has a special request. Example: Initial being a name, not an initial. **We want happy graduates and parents at the ceremony and when they receive their diploma.**

# Posthumous Degrees/Certificates of Attendance

## Baylor University Undergraduate Catalog:

POSTHUMOUSLY AWARDED DEGREES A student in his/her final year (e.g., an undergraduate student having completed 90 credit hours or greater), who is enrolled in good standing, making satisfactory academic progress, meeting all minimum grade point average requirements for his/her degree program, and dies before completing his/her degree may be awarded the degree posthumously upon the recommendation of the student's academic dean and with the approval of the Provost.

Burt Burleson is the first person notified when a student passes. He will notify Sandra Groves and Teresa Mellon immediately. Sandra will reach out to the Degree Planner for verification of the student's academic status. If the student has 90 credit hours or greater, the Degree Planner will need to submit a request to their Dean and Dr. Wes Null with the Provost's Office for approval. This approval needs to be forwarded to Sandra Groves. At this point, Sandra will order the diploma, and Burt will communicate with the family to see if they wish to attend the ceremony. Teresa Mellon will coordinate with Denyse Rodgers, the Head Marshall, to make arrangements for the special recognition.

Posthumous Degrees will be awarded at a Commencement Ceremony that works best for the family. Only two (2) people can accept the degree on stage. We present the diploma with a diploma cover to the family. The posthumous degree will be awarded as the last degree in the corresponding major.

If a family does not wish to attend the ceremony, Burt will write a letter to the family to ship with the diploma in a diploma cover.

If the student has under 90 hours, Sandra will order a “Honorary Certificate of Attendance” from our vendor. Upon receipt of the certificate, Sandra will get it to Burt Burleson who will write a letter to send with the Certificate to the family.

It is very important that Burt Burleson be the first point of contact before making plans for a posthumous degree. We have set this protocol in place to ensure we honor the deceased student’s family in a memorable way.

# Commencement Week

The week before the ceremonies, we provide the Marshals with a list, and they determine the division for 24 groups for each ceremony for the procession into the Ferrell Center. This list is then printed the day before the first ceremony and provided to the Marshals who hang them on signs for students to view. Anyone added after this day will be hand-written on the list. At this time, we are working from the Ferrell Center and do not have access to a printer. Cards are divided by groups. Any changes are a manual addition/removal from numerous lists and from the student cards.

Be sure to only remove a student from the ceremony if they do not qualify.



# Office of the Registrar Contacts

**Commencement Ceremony, Program List, Display, Graduate Cards, Diplomas**

Sandra Groves

**Undergraduate Grades, Pass/Fail Reports, Online Grad App**

Grace Ouellette, Ashleigh Bailey, Kyle Yates

**Graduate Grades, Pass/Fail Reports, Online Grad App**

Braxton Ray, Ashleigh Bailey, Kyle Yates

**Legally Changing Name**

Brenda Khozein

**Registration**

Hannah Dysinger

## **Institutional Events – Marketing & Communications**

**Logistics of Commencement, 4.0 Medallions, Programs**

Teresa Mellon, Christina Gaona

Commencement@baylor.edu