

Graduate Program Commencement Process Overview

Team Effort

The Office of the Registrar, Graduate School, and Graduate Program Directors (GPD) will need to work closely to ensure all graduate students who are eligible to participate in Commencement are included.

The **Graduate Program Director's** role is to communicate with the **student** to complete necessary tasks and with the **Graduate School** (Alana Schaeper) to ensure that students who meet the criteria to graduate are coded properly in Banner.

The Office of the Registrar Commencement Coordinator runs reports to prepare for the program and big screen display, verifies addresses to mail diplomas, orders diplomas, and coordinates Special Cases.

The Office of the Registrar and Graduate School utilize Banner to code students in a screen called SHADEGR. A student's Outcome Status in Banner can be coded SO (Sought), FI (Filed), RG (Ready to Graduate), EW (Eligible to Walk), and finally AW (Awarded) once degrees are conferred.

ellucian Degree Summary SHADGMQ 9.3.12 (PROD8) ADD RETRIEVE RELATED TOOLS

ID: [REDACTED] Level: Campus: College: Degree: Term: Program: Field of Study Type: Field of Study Code: Start Over

▼ LEARNER OUTCOME SUMMARY Settings Insert Delete Copy

Sequence Number *	Outcome Status	Learner Record Term	Bulletin Year	Outcome Completion Term	Dual Degree	Graduation Term	Graduation Status	Graduation Date
3	SO	202130	2021	202310	<input type="checkbox"/>	202310	FA	05/31/2026
2	SO	202120	2021	202310	<input type="checkbox"/>	202310	FA	05/31/2026
1	AW	201730	2017	202030	<input type="checkbox"/>	202030	GD	12/19/2020

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▼ CURRICULA SUMMARY - PRIMARY Settings Insert Delete Copy

Priority	Term	Program	Catalog	Level	Campus	College	Degree
2	202130	MSIS in Information Systems	202130	Graduate		Graduate School	MS in Information System

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▼ FIELD OF STUDY SUMMARY Settings Insert Delete Copy

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
1	202130	Major	Information Systems	Inform. Syst. & Bus. Analytics	

All Commencement Reports are based on the **Outcome Completion Term** and **Outcome Status** of RG or EW coding in Banner.

If a student does not fall within these parameters, they will not appear on any Commencement Reports.

The Office of the Registrar has no way of knowing if someone is missing. We rely on the Graduate School Degree Planner and GPDs to verify accuracy.

GPDs are the most familiar with the students within their program. The Office of the Registrar and Graduate School rely on you to verify that all students who are eligible to graduate have applied and been coded correctly.

The Office of the Registrar prepares a Commencement Participation Report every week that includes all students coded RG or EW. Please email Sandra_Groves@baylor.edu if you want to be copied on this report to confirm all eligible participants are listed.

Steps Necessary to Participate in Commencement

At the beginning of the semester the student intends to graduate, the student should:

- Mark the semester deadlines (filing for graduation, Dissertation and Thesis defense and submission, oral exams). Check the [academic calendar](#) for all deadlines.
- Run a degree audit in UAchieve to ensure fulfillment of all degree requirements. Students should rely on their GPDs for assistance with any discrepancies. GPDs should work with Alana Schaeper to rectify any issues. All incompletes for coursework other than dissertation or thesis hours must be cleared before the oral examination can be taken.

- If a student meets all degree requirements and wish to declare their intent to graduate, they must apply to graduate via Bearweb. **The deadline is February 1, 2023.**
- A joint student must apply to graduate from each program separately. Please note that not all Colleges/School at Baylor University utilize Bearweb to file for graduation.
- If a PhD student wishes to graduate with a non-terminal master's degree, they should contact [Alana Schaeper@baylor.edu](mailto:Alana_Schaeper@baylor.edu).

- Students should purchase or rent regalia to represent the degree to be awarded. A student will not be allowed to participate in the ceremony without regalia.
- Master's Degree candidates wear traditional academic dress that can be purchased from the Baylor Bookstore.
 - Regalia for the Educational Specialist (EdS) degree can be purchased from the Baylor Bookstore and should be in stock by the middle of the semester.
 - Regalia for doctoral degrees is purchased or rented through Herff Jones online. **The deadline for rental is April 12th and the purchasing deadline is March 25th.** Please allow up to eight (8) weeks for delivery.

Applying to Graduate

All students must apply to graduate by the set deadline on the Graduate School Academic Calendar. Graduate students must log into BearWeb to submit their application.

The screenshot displays the Baylor University BearWeb interface. At the top left, the Baylor University logo and name are visible. Below the logo is a 'Browse' button. The main header area contains the 'BearWeb' logo. A breadcrumb trail shows the navigation path: Home > Student Academic Services > Student Records. Below the breadcrumb trail are four buttons: 'Personal Information', 'Student Academic Services', 'Student Financial Services', and 'Distinct Student Populations'. The 'Student Academic Services' button is highlighted with a red box. Below these buttons is a grid of service categories: 'Registration', 'Student Records', 'Advisement', and 'NEW Student Dashboard'. The 'Student Records' category is highlighted with a red box. Underneath 'Student Records', there is a list of services: 'General Student Information', 'Transcripts', 'SSN Information', 'Student BU Records PIN', 'View Holds', 'Enrollment Verification Request', 'Change of Major Request', 'Apply to Graduate', 'Degree Audit', 'Final Grades', 'Academic Forgiveness Request', and 'View Completed Graduation Application(s)'. The 'Apply to Graduate' link is highlighted with a red box.

For Non-Thesis Programs

Students need to complete their Comprehensive Exam.

If successful, faculty must submit the Results of Comprehensive Exam Form which is available to faculty through OnBase. This must be submitted no later than 5:00 pm on the last business day prior to the first day of Final Exams.

For Doctoral and Master Thesis Students

- Students should schedule their dissertation/thesis defense. At least ten (10) days before the defense, the GPD needs to submit the Announcement of Oral Exam. Students should review committee requirements prior to submission.
- At least two (2) weeks before the defense, the student should schedule a Preliminary Technical Review. Instructions for scheduling and formatting can be found on [the Graduate School website](#). At the time of the review, the student must submit:
 - A formatted manuscript.
 - The Copyright and Availability Form.
 - A formatted signature page to the Baylor dissertation and thesis portal: <https://baylor-etd.tdl.org>.
- At the Oral Exam, the student must obtain relevant signatures on the Signature Page or obtain electronic signatures immediately following.

- Within ten (10) days after successful defense:
 - The department must submit the Result of Oral Exam form which is available to faculty through OnBase.
 - The student must electronically submit the final dissertation/thesis, the signed Approval of Final Dissertation/Thesis, a signed Signature Page with all signatures except the Dean's, and any necessary publisher permissions to the submission portal: <https://baylor-etd.tdl.org>.

- After Graduate School approval, doctoral students must:
 - Submit their dissertation to the ProQuest website.
 - Complete the Survey of Earned Doctorates when requested at the end of the semester.

- Alana Schaeper will verify that the student is coded RG if all requirements are met. If a student does not meet the requirements, Ms. Schaeper will change the coding so the student is not eligible to participate in Commencement.

Name to be Printed on the Diploma

When the student applies to graduate in BearWeb, the name they enter will be printed on the diploma and utilized for the Commencement ceremony. The address entered will be used to mail the diploma to them once degrees are awarded.

If a student wants to change their name, they should email [Alana Schaeper@baylor.edu](mailto:Alana_Schaeper@baylor.edu).

If a student wants to change the address their diploma will be mailed, they should email [Sandra Groves@baylor.edu](mailto:Sandra_Groves@baylor.edu).

All emails should include the student's name and Baylor ID for verification.

Diploma Name Criteria

Before applying to graduate, GPDs should advise students of the name policy below for consistency in the Program.

Baylor Marketing & Communication Policy:

- All initials should be followed by a period.
- Jr. and Sr. should have a period after the abbreviation and a comma before it.
- II should not have a comma before it.
- 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.

Ceremonies

The date(s) Commencement will be held are determined several years in advance. However, the assignment of colleges/schools to a specific ceremony are not made until students can no longer add courses.

It is very important that Graduate School students have applied to graduate as soon as possible. About 3 weeks into the semester, the Office of the Registrar runs a report to pull all students who are coded Ready to Graduate (RG) for the current term. The goal is to balance the ceremonies with an equal number of students so the event will last from 2 to 2.5 hours.

Ceremony Divisions

This past May, we had close to 30 students come to wrong ceremony based on information they received from Advisors, Faculty, etc. The Graduate School is the most challenging, especially when we separate the Arts and Sciences disciplines. The Office of the Registrar has created a list that includes “assignment” of majors and/or degrees to schools/colleges.

FYI - The Commencement Participation List released every week has a column that includes Ceremony Assignment when multiple ceremonies will occur.

Commencement Information

The Commencement Website provides valuable information to graduates, parents, and attendees.

<https://commencement.web.baylor.edu/>

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. The first student to walk for a degree/major must have a sticker put on their Graduate Card that says “Receiving the” so the announcer states the new degree/major.

Commencement Program

Since the transition to a non-certified ceremony, the deadline to be included in the Commencement program is six (6) weeks before the ceremony.

It is very important for our students to be listed correctly in the program. Alana and I rely on your assistance to ensure all students who are eligible are included in the program.

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.

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 at the ceremony because they are manually added. Additionally, they will not be listed in the program and will be hand-written on the Marshals List.

The display at the ceremony will include the Student Name, Degree(s) and Major(s).

Eligible to Walk

Doctoral candidates must be certified as having completed their degree in order to participate in commencement ceremonies at the end of a term.

A student seeking a master's or Education Specialist degree may participate as a degree candidate in commencement ceremonies at the end of a term if they are enrolled in or have completed sufficient coursework to complete degree requirements in the term. For purposes of determining sufficient coursework under this policy a student must have a final grade, an incomplete notation (I), or a withdrawal notation (W) for relevant coursework. Students who withdraw from the University in the term and have not been certified for completion of a degree may not participate.

Students who meet the criteria to be Eligible to Walk need to have their coding in Banner changed from RG (Ready to Graduate) to EW (Eligible to Walk). Please notify Alana Schaeper with the Graduate School if you need assistance in determining if a student meets the criteria and to request a student's coding to be changed.

Students should not be removed from the ceremony if they are eligible to participate according to Baylor University Policy. **Please note that students removed after the Program deadline will still be listed in the Program.**

The Diploma

The diploma is 14”x 11” 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, and Student Name are included on the diploma. Major(s) are not included on the diploma.

Diplomas will be ordered once degrees are awarded. Once the order is placed, our vendor in Virginia produces and ships them directly to the graduate within ten (10) business days via the United States Postal Service. The student will receive an email in their Baylor account that allows them to track the package once it leaves the facility. A student should email Sandra_Groves@baylor.edu 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.

Special Cases

During the semester they intend to graduate, any student wanting to walk in a future ceremony must submit an email that includes their name, Baylor ID, reason for request , and an alternate email to reach the student to [Alana Schaeper@baylor.edu](mailto:Alana_Schaeper@baylor.edu). She will obtain permission from the Dean's and Registrar's Office. Once it is approved, Alana will notify Sandra Groves of the special case. **The student remains coded RG on the Commencement Participation List and included in the Program because they will be awarded their degree.**

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

**Baylor University wants
happy graduates and
parents at the ceremony
and when they receive
their diploma.**

Posthumous Degrees

Baylor University Graduate Catalog:

POSTHUMOUSLY AWARDED DEGREES A student in his/her final year who has successfully completed 75% of the degree requirement, who is enrolled in good standing, making satisfactory academic progress, meeting a 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 Graduate School 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 degree planner desires for a Posthumous Degree to be awarded, the Degree Planner will need to submit a request to Dean of Graduate School 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 send to the family to ship with the diploma in a diploma cover. A program will also be included.

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.

Certificate of Attendance

If the student does not qualify for a degree, Sandra will order a “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.

Week of Commencement

The week of the ceremony is very hectic for the Office of the Registrar, Institutional Events, and the Graduate School Degree Planner.

Please encourage students to refer to the Commencement website for information. If they need additional information, they should send an email to commencement@baylor.edu which includes their name and Baylor ID number instead of calling.

Remember – Latin Honors only apply to Undergraduate degrees.

Commencement Week Activities

The week before the ceremonies, the Marshals are provided with a list to 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 handwritten on the list. At this time, the Office of the Registrar is working from the Ferrell Center and does 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 to participate.

Day of Commencement

Students should arrive dressed in Regalia an hour before the ceremony to line up in the Ferrell Center concourse for the procession. Signs will have student names divided by degrees and majors. Please note that if a student has more than one degree, they will be listed with both degrees separately from students receiving a single degree. The lists on the signs are created several days before Commencement, so any late additions will be manually added to the list.

Students are so excited to come to Commencement. It is very disappointing for them if they are not included on the list. The GPDs role to oversee that all eligible students are included in the Commencement Participation List is vital before the ceremony. Commencement should be a day to celebrate their accomplishment, not explain why they are not on the list.

The procession will begin promptly at the start of the ceremony.

Office of the Registrar Contacts

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

Sandra Groves

Graduate School Degree Planner

Alana Schaeper

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 Contacts

Logistics of Commencement, Programs

Teresa Mellon, Christina Gaona

Commencement@baylor.edu