

Application to Graduate

Applications to graduate may be obtained only by students who complete the exit seminar (GRAD 4101). The Application for Graduation form is available through your academic advisor.



Graduation from Wayland Baptist University

Graduation is a time of celebration and a time to share with a gathering of fellow classmates, families, friends, and the faculty and staff at Wayland Baptist University. It is an uncommon opportunity to look at how far you've come. It is also a time to take a place of honor for having accomplished a task that many begin and not all finish.

November 7, 2009 Graduation Commencement

Preparations have begun for the spring 2009 Graduation Commencement for the Hawaii Campus of Wayland Baptist University to be held on Saturday, May 16, 2009. This class will be our second Centennial Graduating class! Information that will make the commencement an enjoyable and meaningful one is provided below. Please take

the time to review the material, and share appropriate information with anticipated guests.

Academic Eligibility

Wayland Baptist University policy provides that degree candidates must first be eligible to participate in the Graduation Commencement. Eligibility requirements must include a pre-graduation meeting with an Academic Advisor, fulfilling all degree and financial requirements and applying to graduate. The pre-graduation meeting with an Advisor determines if students are “on course” for degree conferral. If an Academic Advisor finds that a student is ready to begin the graduation process, the student will be directed to file the Application for Graduation and pay the graduation fee by June 22, 2009. Deadlines for academic and financial requirements are stated on the Application for Graduation and must be followed. Late applications will be processed for the next Graduation Commencement to be held in May 2010. The Application for Graduation and the graduation fee are not transferable to a subsequent semester. **No exceptions will be made to this policy!**

The Degree Evaluation Process

The submission of an Application for Graduation begins a nearly five month degree evaluation process that involves the combined effort of several university officials at both the Hawaii and Plainview, Texas campuses. All credits that are applied to a student’s degree(s) will undergo evaluation and final auditing, and a final grade point average (GPA) will be calculated. The ultimate goal is for Wayland to maintain academic integrity in each degree that is conferred. Actual degree conferral and honors designation is determined during the week before the Graduation Commencement ceremony.

Required Participation

Degree candidates completing their work at Wayland are required to attend commencement exercises. All degrees conferred will be posted to the student’s permanent record as of the date of the commencement. An appeal to participate in “absentia” must be included in the appropriate section of your Application for Graduation. Final approval will be determined by Dr. Bobby Hall, Provost and Academic Vice President, and by Dr. Jeff Barnes, Hawaii Campus Executive Director-Dean.

Financial Obligations

Degree candidates must submit the application and pay the appropriate graduation fee by June 22, 2009: \$75.00 for an AAS or BSOE Degree; \$105.00 for both AAS and BSOE Degrees, and \$100 for a Master’s Degree. In addition to fulfilling degree requirements, degree candidates must clear all financial debts with Wayland Baptist

University by September 12, 2009, in order to graduate in the November 2009 commencement.

Commencement Location and Time

The fall 2009 Graduation Commencement will begin at 10:00 a.m. on Saturday, November 7, 2009, Kaneohe Marine Corps Base Chapel. The address is Marine Corps Base Building 6677 Kailua, Hawaii. (see map located on this web site) The commencement ceremony is a memorable event that features a keynote speaker, music, special awards and the presentation of degrees. An informal reception with light refreshments follows the ceremony. Guests should arrive at least fifteen minutes early and should also dress comfortably. The entire ceremony and reception lasts for about two and a half hours.

Graduate Arrival

Graduates **MUST** arrive at the commencement location no later than 8:30 a.m. This early arrival allows time for professional photographs of the fall class of 2009, honor chord distribution, and for the Graduation Commencement Marshall to instruct you on the appropriate line-up during the entry and exit marches and the presentation of degrees at the ceremony.

Inviting Family and Guests

There will not be limited seating this year so students may invite more than the allotted 15 guests indicated on the graduation application. Please contact the graduation coordinator with your guest list so that adequate refreshments can be ordered, parking allocated efficiently and seating arranged comfortably for your guests. Contact Marlene Nations, graduation coordinator, at 808-488-8570 ext. 223 (TH-Fri), 808-254-6264 (Mon-Wed) or e-mail to nationsm@wbu.edu. This year, guests that do not have base access will be issued a base guest pass for their car. Names of the guests need to be listed by the graduate and given to the graduation coordinator at least 2 weeks prior to graduation. The base passes need to be picked up by the graduate and delivered to their guests prior to the ceremony. All guests will be asked for identification as they pass through the front gate at MCBH.

Graduation Announcements, Caps, and Gowns

Personalized graduation announcements are sold in packages of ten, at a cost of \$13.50 for each package. The order form for announcements is included in the Application for Graduation. Payment must be made to the **Wayland Baptist University Store**. This payment must be separate from the graduation fee payment.

Announcement orders arrive about 6 weeks prior to the graduation and can be picked up at the Aiea office. Even absentia students may order announcements and they will be sent to distant students.

Caps and gowns (regalia) are a required purchase, and the cost is automatically calculated into the Application for Graduation fee. They are ordered based on the height and weight information provided on the application. They arrive approximately two to four weeks prior to the commencement and must also be picked up.

Students will be notified when announcement orders and regalia are ready for pick up from the Aiea office.

The centennial class ring information can be found on the web site at: http://www.wbu.edu/news_and_events/2008/november/centennialclassring.html or a student can order directly from Jostens at: <http://college.jostens.com/jostens/> Sizing for rings may be made at the Aiea Campus Bookstore.

Diploma frames with customized matting are also available at the WBU Pono 'Uhane Bookstore at the Aiea Office. Hours of operation are Monday through Friday 9:30-5:30PM. Please stop by to see or purchase other alumni shirts and items.

Students Graduating in Absentia

For the students who will not be able to graduate with the class, absentia requests need to be made in writing during the application process. Each of these requests are presented to the campus Executive Director/ dean (Dr. Barnes) and Provost of the University in Plainview (Dr. Hall). Once the request is acknowledged, regalia, diplomas and transcripts will be sent the student after the graduation ceremony has transpired.

Commencement Attire

All graduates MUST wear the cap and gown (and hood, if you are a Master Degree candidate). Students should make every effort to look presentable but dress comfortably for the occasion. Ladies should wear a sundress, comfortable shoes, and hose. Men should wear a dress shirt and tie with dark slacks and dress shoes. Gowns should be pressed before arriving for the photo shoot prior to the commencement ceremony.

Graduating with Honors

Graduating with honors apply to BSOE graduates only. (Not AAS or Master's students) **Honors** distinction requires that the student has:

- (1) 60 semester hours with letter grades (A, B, C, etc...)
- (2) A GPA of 3.50 or higher in all Wayland courses

- (3) A cumulative GPA of 3.50 or higher from all transfer courses and Wayland courses combined.
- (4) Certificate of **Distinction** requires a cumulative GPA of 3.99-4.0

Latin Honors are conferred on baccalaureate students who have at least 60 Wayland hours, have earned a cumulative GPA of 3.50 or greater on all work taken at Wayland, and who meet the require GPA for all work including non-transfer and transfer work.

<u>Honor Designation</u>	<u>Required Cumulative GPA</u>
Cum Laude (with honors)	3.50 to 3.69
Magna Cum Laude (with high honors)	3.70 to 3.89
Summa Cum Laude (with highest honors)	3.90 or above

Names of honors students are released to the Hawaii campus the week before the ceremony. If there is sufficient time, the graduation coordinator will contact the graduates prior to the ceremony. Before the ceremony begins, these students will be given a double gold cord to signify honor status. They will also receive an honor certificate along with their diploma.

Receiving your Diploma

Diploma packets will be distributed immediately after the ceremony at the designated pick up area. (The diploma cover you receive during the ceremony is an empty diploma cover). The diploma packet will include one diploma per degree granted, a complimentary transcript, a copy of the graduation commencement program, a reflections booklet, Certificates of Appreciation for those requesting them, and alumni services information. Students graduating with two degrees will receive an additional diploma cover for the additional degree. Graduation packets will be mailed to students who are graduating in absentia following the ceremony.

Photography

An outside contractor (not a part of the WBU staff) will be made available to students who would like to have studio type photographs conveniently taken prior to the graduation for reasonable fees. This is totally optional. Many students would like to capture this time of their life in a professional photograph. Further, images will be taken at the ceremony and made available to students by the photographer. A pre-order form will be sent to each graduate prior to the ceremony. Orders should be sent directly to the photographer. He will also provide students with images on CD after the ceremony.

Contact for Further Information

Please contact an Academic Advisor for further information about graduation and other programs and services at Wayland Baptist University or the graduation coordinator,

Marlene Nations, at 488-8570 ext 223 on Thursdays and Friday's or 254-6264 on Mondays-Wednesdays. nationsm@wbu.edu