

## Graduate Information

### Calendar of Activities

A Calendar of Activities is available on the graduation website at [www.letu.edu/graduation](http://www.letu.edu/graduation).

### Graduation Invitation Orders

A link to the LeTourneau University Campus Store with instructions on ordering your invitations, significant other/appreciation certificates and other bookstore items that are available for graduation can be found at [www.letu.edu/graduation](http://www.letu.edu/graduation). Graduation items will be available for purchase after **Monday, March 5, 2018**. If you have questions or need assistance in placing your order, you may contact the Campus Store at (903) 233-3690.

### Graduation Rehearsal

Rehearsal for the commencement service will be **Thursday, May 3 at 2:45 p.m.** in the Education Building 117/120. This time will be used to review the instructions for commencement and do a run-through of the processional to the Belcher Center. Rehearsal is required for residential campus students, and global students able to attend are encouraged to do so. Residential students unable to attend rehearsal must contact Donna Bayer at [DonnaBayer@letu.edu](mailto:DonnaBayer@letu.edu) with a valid reason for your absence.

### Senior Breakfast

All graduates are invited to attend a senior breakfast hosted by Student Life on **Friday morning, May 4 at 9:30 a.m.** in the Allen Family Student Center Great Room. An RSVP is requested to attend the breakfast. An email invitation will be sent approximately two weeks before the breakfast. You may RSVP to the invitation or send an email to Wanda Davis at [WandaDavis@letu.edu](mailto:WandaDavis@letu.edu) stating that you plan to attend.

### Ivy Cutting

The Ivy Cutting ceremony is a silent ceremony outside the Belcher Center when graduates receive a cutting of the ivy that was planted on campus as an incoming freshman class. This ceremony will take place at the Belcher Center mall-side plaza on **Friday, May 4, at 3:00 p.m.**

### Graduate Reception

All graduates and guests are invited to attend the Graduate Reception to be held at the Allen Family Student Center on **Friday, May 4 from 4:00 – 5:30 p.m.** This reception is a come-and-go affair with no formal program. The deans and faculty will be strategically placed so you can greet your academic school leaders – for our global students, you may be meeting these school leaders for the first time. The President and Cabinet will also visit with you and your family. This will be a special opportunity for all graduates to reflect on their time at LeTourneau with the President, his Cabinet, fellow graduates and professors.

This will also be a time in which we recognize our graduates for their hard work and accomplishments while at LETU. Latin Honors medals (cum laude, magna cum laude, summa cum laude), Alpha Sigma Lambda cords, and others will be awarded by your academic dean at this time. You will find a map of the school locations for the Graduate Reception at [www.letu.edu/graduation](http://www.letu.edu/graduation). Graduates unable to attend the Graduate Reception will receive their honors medals or cords when they pick up their cap and gown on Saturday (see the Calendar of Activities). **No tickets are required, but please RSVP for yourself and any guests to [DonnaBayer@letu.edu](mailto:DonnaBayer@letu.edu) by Tuesday, April 24th.**

## **Cap & Gown Pick-Up**

All graduates must pick up their cap & gown and registration cards in **Longview Hall** at the time designated below for your academic school. Honors medals/cords will also be distributed at this time to anyone not able to attend the Reception. Immediately proceed to Education Building 117/120 for line-up and final instructions. **ALL ROBES** need to be returned to the Education Building following your commencement ceremony.

- **8:00 a.m. – 9:20 a.m.**                      **Aviation & Aeronautical Science, Arts & Sciences, Education, Nursing, Psychology & Counseling, Theology**
- **12:00 p.m. – 1:20 p.m.**                      **Business, Engineering & Engineering Technology**

## **Student Line-Up and Final Instructions**

Students must be in your chair in the Education Building Room 117/120 and ready for line-up and final instructions by the time indicated for your school:

- No later than **9:30 a.m.**                      **Aviation & Aeronautical Science, Arts & Sciences, Education, Nursing, Psychology & Counseling, Theology**
- No later than **1:30 p.m.**                      **Business, Engineering & Engineering Technology**

The commencement ceremony instructions can be found on the graduation website at [www.letu.edu/graduation](http://www.letu.edu/graduation).

## **Commencement Ceremony**

Spring 2018 Commencement will be held on **Saturday, May 5** in the Belcher Chapel and Performance Center. Family members and friends are encouraged to attend. All guests must be seated 10 minutes before start of the ceremony to clear the aisles for the faculty and graduate processional.

- **10:00 a.m. Commencement**                      **Aviation & Aeronautical Science, Arts & Sciences, Education, Nursing, Psychology & Counseling, Theology**  
Seating of guests begins at 9:00 a.m.  
All guests must be seated by 9:50 a.m.
- **2:00 p.m. Commencement**                      **Business, Engineering & Engineering Technology**  
Seating of guests begins at 1:00 p.m.  
All guests must be seated by 1:50 p.m.

**Tickets are not required.** Live streaming of the commencement service will be available at [www.letu.edu/commencement](http://www.letu.edu/commencement).

## **Receipt of Diplomas**

Students who complete their degree requirements will be mailed their diploma after June 1. If you prefer to pick-up your diploma, you may do so from the Registrar's Office after June 1. Below are the degree requirements to be met:

- **Completion of requirements:** All course requirements must be completed (courses ended) by the course end date and grades must be submitted to the Registrar's Office.
- **Clear student account balance and library holds:** A student must be financially clear with the University in order to receive their diploma as well as being clear with the library by paying all fines and returning all overdue books. Student account balances should be cleared by **12:00 noon, Wednesday,**

**May 2nd.** If this deadline is not met, students may request an additional 30 days from the conferral date (May 6, 2018) in which to clear holds.

- **Transcripts:** Students may submit transcripts to the Registrar's Office within 30 days of the conferral date (May 6, 2018). If the transcripts for transfer credit are not received within 30 days after the conferral date, the student will not receive a diploma and must reapply for a subsequent conferral date and pay the reapplication fee.
- **Appropriate identification:** If you choose to pick up your diploma, you must provide a valid photo ID. Students will be required to sign when picking up their diploma.

## **Honors Information**

Recipients of a bachelor's degree who have a total GPA of 3.40 or higher and have earned a minimum of 60 credit hours taken in courses at LETU may qualify for graduation honors for outstanding scholarship and merit. Graduation honors will be determined by considering the total GPA of all course work attempted at the University including any courses with grades that have been repeated or replaced in the calculation of the cumulative GPA.

Three possible distinctions may be awarded:

- **Cum Laude** is awarded to students who achieve a full cumulative GPA of all course work attempted at LETU of between 3.40 and 3.59, inclusive.
- **Magna Cum Laude** is awarded to students who achieve a full cumulative GPA of all course work attempted at LETU of between 3.60 and 3.79, inclusive.
- **Summa Cum Laude** is awarded to students who achieve a full cumulative GPA of all course work attempted at LETU of 3.80 or higher.

Students who have achieved these honors will be recognized at the Graduate Reception and will receive their medals (to be worn with regalia) at this time. Please refer to the Catalog for additional information on GPA calculation for Honors Awards. Graduation honors can only be verified by the Registrar's office and will be determined based on the following: cumulative GPA after Module 2 of the final semester. For example: Graduation Honors for students graduating spring of 2018 will be determined based on cumulative GPA after Module 2 of the spring 2018 semester. If a graduate's final GPA, as determined by the Office of the Registrar, qualifies him/her for a higher honor than was recognized at graduation, he or she may request that honor medal from the Office of the Registrar. All diplomas and transcripts will reflect final grades, regardless of honors recognized at commencement.

Members of the Alpha Sigma Lambda Honor Society (an honor society membership by invitation only) will be recognized at graduation with an honor cord.

We recognize our Honors College graduates (those who completed at least 16 credit hours of honors courses) through the wearing of a white cord with their regalia at commencement.

Graduate students are not eligible for graduation honors due to the higher standards and expectations of graduate programs.

**Graduates not able to attend the Graduate Reception will receive their honors medals or cords when they pick up their cap and gown on Saturday, May 5.**

## **Honors College Graduates**

Graduates of the Honors College at LeTourneau University have completed at least 16 credit hours of honors courses at LETU and have shown active engagement at the campus, community and global level. We recognize these distinguished graduates through the wearing of a white cord with their regalia at commencement.

## **Veteran Cords**

LeTourneau is honored to recognize graduating veterans and active duty military personnel for service to their country by offering special red, white and blue cords to be worn with academic regalia during commencement. These cords are available through the Registrar's Office upon verification of military status. You will receive an email from Melissa Hammer with more detailed instructions.

## **International Sashes**

Because of our commitment to "be a university of global influence," we wish to recognize students with international experience through the wearing of distinguishing sashes at commencement which depict the colors/flags of the country represented. Students eligible to wear the sashes include international students; those having participated in study abroad, semester abroad, or global service learning programs; and children of families having spent significant time outside of the United States (missionary kids and third culture kids). Contact the Office of Global Initiatives (903-233-3150) for more information about ordering international sashes or complete the International Sash Order Form found on the web at [www.letu.edu/graduation](http://www.letu.edu/graduation).

## **Handicapped Seating**

If you or someone in your party will need handicapped seating, please complete the "Handicapped Seating Form" found at [www.letu.edu/graduation](http://www.letu.edu/graduation) and email it to Wanda Davis at [WandaDavis@letu.edu](mailto:WandaDavis@letu.edu). Please send this in as soon as possible so we can reserve your special seating. If we do not receive your request, there may not be seating available for you on the lower level. You may reserve 1 wheelchair seat or handicap-accessible seat (for someone with difficulty reaching the upper level) with 2 accompanying seats. Upon your arrival, inform the usher you have reserved handicapped seating and they will direct you to your seat.

## **Regular Seating**

Guests attending the commencement ceremony need to be advised that the doors to the Auditorium will open for guest seating at **9:00 a.m.** for the 10:00 a.m. ceremony (*Aviation & Aeronautical Science, Arts & Sciences, Education, Nursing, Psychology & Counseling, Theology*) and at **1:00 p.m.** for the 2:00 ceremony (*Business, Engineering & Engineering Technology*). **All guests will be required to be seated 10 minutes before ceremony start time to allow us to clear the aisles for the faculty and graduate processional.** Guests will not be allowed to enter the auditorium during the processional. However, additional seating may be available after the processional is complete. Guests will be asked to enlist the aid of an usher to minimize disruption to the ceremony. **We are expecting a full house, so plan accordingly for seating. There is no seat saving, so please have your group together when entering the Belcher Chapel and Performance Center.** No food or drinks are allowed in the auditorium.

## **Guest Photography**

Still photography and video recording will be permitted **from the guest's seat** during the ceremony. After the ceremony is complete, however, photography should be limited to areas outside of the auditorium. There are many picturesque places outside of the auditorium for photos. Examples: several locations in the lobby where

there are seating arrangements or outside in the patio areas by the Servant Statue. This limitation will enable all of our guests to exit the auditorium in a safe and timely manner.

### **Professional Photography**

Juays Photography, a commercial photographer who operates independently of LeTourneau University, will be providing a candid photography service at your commencement. Each graduate will have his/her picture taken at the moment he/she receives the diploma. Juays Photography will email you with information directing you to their website to order your graduation photo(s) online. For additional information contact Juays Photography at (903) 472-9342 or at [info@juaysphotography.com](mailto:info@juaysphotography.com).

### **Professional DVD Available for Purchase**

A DVD of the LeTourneau University graduation ceremony will be available for purchase before and on the day of graduation. A link to the order form is available on the graduation website ([www.letu.edu/graduation](http://www.letu.edu/graduation)) or you may order at the DVD table on the day of the event. The price of the DVD is \$35 before or on the day of the event and \$40 after May 5. The DVD(s) will be mailed to the purchaser's specified address. If you have any questions you may call Conference and Event Services at (903) 233-3091, or email Marty Lane at [MartyLane@letu.edu](mailto:MartyLane@letu.edu).

### **Campus Store**

The Campus Store will be open on graduation day from 10:00 a.m. until 2:00 p.m. A graduate's mortarboard will serve as a "coupon" allowing graduates to receive the 20% alumni discount!

### **Parking**

Graduates living off-campus, please **print the parking sign** found on the website at [www.letu.edu/graduation](http://www.letu.edu/graduation) and place it on your dashboard. This will help police officers and guards direct you to the correct parking area. All graduates and guests should enter the main Mobberly Avenue entrance. The university's address is 2100 South Mobberly Avenue in Longview.

### **First Aid**

First Aid will be located in the lobby at the east Will Call Window in the Belcher Center.

### **Campus Policy**

Please inform your guests that LeTourneau University does not permit smoking, firearms or alcoholic beverages anywhere on campus. The use of cellular phones is disruptive to both participants and guests. **Please turn off or mute all phones during the procession and ceremony.**

***Note: Participation in commencement does not assure the conferring of a degree. The Registrar confers all degrees after certification that all degree requirements have been met.***