



CENTER FOR THOMISTIC STUDIES GRADUATION INFORMATION

Graduation Eligibility:

(See the Center for Thomistic Studies catalog and Dr. Mary Catherine Sommers.)

Graduation Filing Deadlines:

- December Graduates: September 15th (or the business day after)
- May and August Graduates: February 15th (or the business day after)

Filing Instructions:

- Complete the Intent to Graduate Form and submit it to the Center for the Director's signature.

General Information:

- **Communication about graduation will be sent out using UST e-mail. Be sure to check your e-mail regularly.**
- There is one graduation term in the Summer. The degree-conferral date will be at the end of August.
- There is one commencement ceremony for each academic year. This includes everyone whether they graduate in December, May, or August.
- The term in which you graduate will be the term in which you complete all the work for your degree. If you will complete your work in the summer, you may walk in May, but your graduation term will be August.
- For MA students, it takes approximately three months for diplomas to be available. You will receive a letter letting you know when they are here.
- If you will need a transcript showing your degree as having been conferred, please indicate "hold for degree to be posted" on your transcript request form.
- If you plan on participating in the commencement ceremony, please check the UST web site for information concerning time, place, regalia, etc.
- If you have any additional questions, please contact Latoya Richmond, Assistant Registrar, by phone at 713-525-2152 or by e-mail at RICHMOL@stthom.edu

UNIVERSITY OF ST. THOMAS
CENTER FOR THOMISTIC STUDIES
INTENT TO GRADUATE

TERM OF GRADUATION (Month, Year)

[NOTE: This is the term all requirements are completed!]

UST ID NUMBER

Check one: **MA** **PhD**

*Please complete this application and submit it to the Director of the Center during the intended semester of graduation, no later than September 15th for December graduation and no later than February 15th for May, and August graduation. Once signed and approved, the application will be forwarded to the Degree Auditor in the Registrar's office. **You must file a new application if your intended graduation term changes.***

TO BE FILLED IN BY DEGREE CANDIDATE:

The name that will appear on your diploma and in the commencement program will be the same name that is listed on your official documents with the University.

Name: _____

Do you plan to participate in the May commencement ceremonies? Yes _____ No _____

Current Mailing Address: _____

Current Telephone Number: _____

Permanent Mailing Address: _____

Permanent Telephone Number: _____

UST E-Mail: _____

(All notices will be sent via UST e-mail!)

STUDENT: PLEASE READ BEFORE SIGNING: By signing below, I certify that, to the best of my knowledge, I will be qualified to graduate upon successful completion of all remaining requirements. I understand that the advisor's approval is not a warranty by either the advisor or the University that I am entitled to graduate. **Should discrepancies be discovered at a later date and I fail to graduate, I remain solely responsible for fulfilling the requirements in my catalog of entry.** This does not waive my right of appeal.

Signature of Degree Candidate: _____ Date: _____

STUDENTS: DO NOT WRITE BELOW THIS LINE

DIRECTOR'S APPROVAL:

Courses in progress this semester: _____

Courses to be taken next semester
including thesis or dissertation: _____

Signature of Director: _____ Date: _____

[Forward ORIGINAL to Degree Auditor. Make ONE COPY for the student and ONE COPY for the Center.]

REGISTRAR'S OFFICE USE ONLY

Date Received: _____

Signature of Degree Auditor: _____

DEGREE REQUIREMENTS:

No. Hours: _____

GPA: _____

Course Reqs: _____