

MASTER of ARTS IN FAITH & CULTURE GRADUATION INFORMATION

Graduation Eligibility:

(See the MAFC catalog and the Director of the program.)

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:

- 1. Complete the Intent to Graduate Form and submit it to the Director of the MAFC Program
- 2. The Director, with your advisor, will then complete an initial degree audit. **DO NOT WAIT UNTIL THE LAST MINUTE!** The Director or your Advisor might not be available.
- 3. When the form has been approved and signed, the MAFC director will submit it to the Registrar's Office in the Herzstein Enrollment Center.
- 4. NOTE: The responsibility to verify that you have completed all requirements lies on your own shoulders. Do not hesitate to ask for help if you have any questions.

General Information:

- Communication about graduation will be sent out using UST e-mail. Be sure to check your e-mail regularly.
- There is one conferral date in August. All degrees for August will be conferred 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 requirements for your degree. If you will complete your degree in the summer, you may walk in May, but your graduation term will be August.
- It takes approximately 8-12 weeks for diplomas to be available. You will receive a notification letting you know they are here.
- If you will need a transcript showing your degree as having been conferred, please indicate "process after posting degree" 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 by phone at 713-525-2152 or by e-mail at RICHMOL@stthom.edu.

UNIVERSITY OF ST. THOMAS MAST OF ARTS IN FAITH & CULTURE (MAFC) INTENT TO GRADUATE

TERM OF GRADUATION (Month, Year) [The term all degree requirements are completed] UST ID NUMBER Please complete this application and submit it to the Director of the MAFC Program during the intended semester of graduation. Deadlines for submission are September 15th for December graduation and February 15th for May, and August graduation (or the first business day following). Once the application is signed and approved, The Director of the MAFC Program will submit the form 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 Contact Information: Home Phone: _____ Work Phone: ____ Cell Phone: ____ 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 director's approval is not a warranty by the director, an 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 TO BE FILLED IN BY DIRECTOR OF THE MAFC PROGRAM: Courses in progress this semester: Courses to be taken next semester: Integrating Presentation: ☐ Completed ☐ To Be Completed. Date: PROGRAM DIRECTOR APPROVAL: I certify that the above-named student has completed all degree requirements for the MAFC program Signature of Director: Date: REGISTRAR'S OFFICE USE ONLY DEGREE REQUIREMENTS:

Date Received:

Signature of Degree Auditor:

No. Hours:

GPA: