



MASTER IN LIBERAL ARTS GRADUATION INFORMATION

Graduation Eligibility:

(See the Master in Liberal Arts catalog and the Director of the Master in Liberal Arts 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 MLA Program
2. **DO NOT WAIT UNTIL THE LAST MINUTE!** Your advisor might not be available.
3. When the form has been signed, bring it to the Degree Auditor, Room 124 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 graduation term for 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 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 letter letting you know when 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
MASTER IN LIBERAL ARTS (MLA)
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 MLA 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, please 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: _____

Area of Concentration: _____

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 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

TO BE FILLED IN BY DIRECTOR OF THE MLA PROGRAM:

Courses in progress this semester: _____

Courses to be taken next semester: _____

Capstone requirement completion: _____

PROGRAM DIRECTOR APPROVAL:

I certify that the above-named student has completed all degree requirements for the MLA program

Signature of Director: _____ Date: _____

REGISTRAR'S OFFICE USE ONLY

Date Received: _____

Signature of Degree Auditor: _____

DEGREE REQUIREMENTS:

No. Hours: _____

GPA: _____