



## UNDERGRADUATE GRADUATION INFORMATION

### Graduation Eligibility:

(See the undergraduate catalog and your academic advisor.)

### Graduation Filing Deadlines:

- December Graduates: October 1 (or the first business day after)
- May and August Graduates: March 1 (or the first business day after)

### Filing Instructions (*Please read!*):

1. **DO NOT WAIT UNTIL THE LAST MINUTE!** Your advisor might not be available.
2. Complete the Intent to Graduate Form and the Exit Survey
3. Read & sign the form and obtain the signatures of all academic advisors. There must be an advisor for each major (whether double major or joint major), and an advisor for each minor.
4. Obtain a copy of your degree plan from your major advisor(s).
5. Submit the Intent to Graduate Form, the Exit Survey, and the Degree Plan to the Degree Auditor, Room 124 in the Herzstein Enrollment Center.
6. **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.**
- Beginning with the 2007-2008 academic year, there will be only one summer graduation term. This will fall 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.
- 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 Barbara Jonte by phone at 713-525-2152 or by e-mail at [jonteb@stthom.edu](mailto:jonteb@stthom.edu).

**UNIVERSITY OF ST. THOMAS  
UNDERGRADUATE DEGREES – INTENT TO GRADUATE**

NAME PRINTED AS DESIRED ON DIPLOMA \_\_\_\_\_

TERM OF GRADUATION (Month and Year)  
[The term all requirements will be completed.] \_\_\_\_\_

UST ID NUMBER \_\_\_\_\_

*Please complete this application and file it with the Degree Auditor in the Registrar's Office during the intended semester of graduation, no later than October 1 for December graduation and no later than March 1 for May and August graduation.*

**YOU MUST FILE A NEW APPLICATION IF YOUR INTENDED GRADUATION DATE CHANGES.**

**I. PERSONAL DATA:**

Name: \_\_\_\_\_

Local Telephone Number: \_\_\_\_\_ Current UST E-Mail Address: \_\_\_\_\_

**Do you plan to participate in the May commencement ceremonies?** Yes \_\_\_\_\_ No \_\_\_\_\_ (Please check one)

**II. DEGREE REQUIREMENTS – Completed by Academic Advisor (major, core, & additional requirements)**

**CHECK ONE:** Bachelor of Arts (BA) \_\_\_\_\_ Bachelor of Business Administration (BBA) \_\_\_\_\_ Bachelor of Science (BS) \_\_\_\_\_

Check one of the following: Single Major \_\_\_\_\_ Joint Major \_\_\_\_\_ Double Major \_\_\_\_\_

List Major(s) here: \_\_\_\_\_

*List in-progress courses used to fulfill MAJOR, CORE, and other UNIVERSITY degree requirements (If summer graduate, include summer courses as well.) Also list any CAPSTONE requirement or departmental EXIT EXAM.*

**Current Term:** \_\_\_\_\_

**Next Term:** \_\_\_\_\_

Please check that you have verified the following:

**Cum. GPA = 2.0+** \_\_\_\_\_ **Maj. GPA = 2.0+** \_\_\_\_\_ **Total Hrs = 126+** \_\_\_\_\_ **U-D Hrs = 36+** \_\_\_\_\_ **Last 36 hours in residence** \_\_\_\_\_

\_\_\_\_\_  
*Ist Advisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*2nd Advisor's Signature (if applicable)*

\_\_\_\_\_  
*Date*

**III. MINOR FIELD and HONORS PROGRAM REQUIREMENTS if applicable (completed by minor-field advisor)**

List Minor(s) Here: \_\_\_\_\_

*List in-progress courses and any summer courses needed to complete MINOR. (NOTE: Must have min. 9 hrs. U-D credit & 2.0 GPA)*

\_\_\_\_\_

\_\_\_\_\_  
*Ist Advisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*2nd Advisor's Signature (if applicable)*

\_\_\_\_\_  
*Date*

**STUDENT: PLEASE READ BEFORE SIGNING:** The undersigned student certifies that the above is correct to the best of his or her knowledge and that he or she will be qualified to graduate upon successful completion of all remaining requirements. The advisor's approval, however, is not a warranty by either the advisor or the University that the student is entitled to graduate. **Should discrepancies be discovered at a later date and the student fail to graduate, the student remains solely responsible for fulfilling the requirements in his or her catalog of entry.** This does not waive the student's right of appeal.

NOTE: *The Undergraduate Exit Survey, and copy of your degree plan are part of the application and must be submitted with this form.*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

**REGISTRAR'S OFFICE USE ONLY**

RECEIVED: SURVEY \_\_\_\_\_ DEGREE PLAN \_\_\_\_\_

Date Received: \_\_\_\_\_  
Core Requirements met: \_\_\_\_\_  
Upper Division Hours Met: \_\_\_\_\_  
Total Hrs. needed for 126: \_\_\_\_\_

**HONORS**  
Summa Cum Laude: \_\_\_\_\_  
Magna cum Laude: \_\_\_\_\_  
Cum Laude: \_\_\_\_\_  
Academic Distinction: \_\_\_\_\_

**GRADUATION CHECK**  
Start Date: \_\_\_\_\_  
Total Hrs. Cpt.: \_\_\_\_\_  
UST Hrs. Cpt.: \_\_\_\_\_  
Final GPA: \_\_\_\_\_

Name \_\_\_\_\_



## UST Undergraduate Student Exit Survey

Dear UST Candidate for the Undergraduate Degree,

Congratulations! You are about to celebrate the completion of an important milestone –the earning of your baccalaureate degree. As you have been told, one of the requirements for the completion of the degree is to complete this brief Exit Survey. We need you to help the University attend to how effective we are in preparing you for a successful life post-UST. Your individual survey responses will be revealed to no one. My office, IR, will keep all student responses in a secure database. We will link your answers to your student information and will summarize findings ONLY for groups (e.g., men and women; individuals with a given major). If you choose to provide your graduate school plans and/or employment information, that information will be added to your school record in order to allow UST to track outcomes of education. We need your help.

Please take 5-10 minutes to complete this survey, return it to the Degree Auditor for review; he/she will review it and certify your completion of this requirement. Once this is done, the completed survey will be kept secure.

Congratulations again, both to you and to those who have helped support your achievement. Your University family celebrates with you, and welcome to the ranks of the UST alums! Feel free to contact me should you have any questions.

Sincerely,

Mr. Gary McCormack, Vice President, Information Technology; Special Assistant to the President

Phone: 713.942.3400

E-Mail: [mccormack@stthom.edu](mailto:mccormack@stthom.edu)

Mrs. Carol Tucker, Research Analyst, Institutional Research

Phone: 713.525.6977

E-Mail: [ir@stthom.edu](mailto:ir@stthom.edu)

**Please bubble in your answer or provide a response on the line(s) provided.**

**1. The degree you are earning:**

- ① BA                      ② BS                      ③ BBA                      ④ BTh

**2. Please fill in your social security number (SS#) or UST ID number in the top line below, and then shade/grid the number underneath each digit that matches the digit in the box above.**

--	--	--	--	--	--	--	--	--

0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

**3. Your Gender:**            ① Female                      ② Male

**4. The average number of hours per week you worked (employment) while you were a student at UST:** *(write the number of hours in the appropriate box(es) below and then grid the number(s) below.)*

On Campus		Off Campus	
	<b>Hours/week</b>		<b>Hours/week</b>
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9



11. Have you applied to any graduate or professional school for study?

- Yes                       No

12. If you answered “Yes” to number 11 above, have you been accepted for study at any of the graduate or professional schools to which you applied?

- Yes                       No                       Have not yet heard

13. If you answered “Yes” to number 12 above, where will you study? \_\_\_\_\_  
 \_\_\_\_\_ (Name of university)

What area of study and degree will you pursue? \_\_\_\_\_  
 \_\_\_\_\_

14. Are you an international student?  Yes                       No

15. If you are an international student, do you plan to seek authorized practical training experience in the US?

- Yes                       No

Satisfaction with UST in relation to my overall education.					
<u><i>“As a result of my studies at UST, I...”</i></u>	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. found a satisfactory balance between a liberal arts education and opportunities for specialization within my major field(s).	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
2. developed critical reading skills.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
3. developed writing skills.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
4. developed critical reasoning skills.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
5. developed the ability to integrate information drawn from a variety of sources.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
6. gained knowledge of critical global issues.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
7. am adequately prepared for graduate-level work in my major field.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
8. acquired sufficient skills and knowledge to prepare me for my first career-related position.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

<u><i>“As a result of my studies at UST, I...”</i></u>	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<b>9. developed public speaking skills.</b>	①	②	③	④	⑤
<b>10. developed tools that will assist me in effectively dealing with moral and ethical questions.</b>	①	②	③	④	⑤
<b>11. developed spiritually and religiously.</b>	①	②	③	④	⑤
<b>12. would recommend UST to prospective students with an interest in my area of study.</b>	①	②	③	④	⑤
<b>Satisfaction with UST in relation to my major(s).</b>					
<u><i>Please rate your level of satisfaction with each item below</i></u>	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied
<b>13. Faculty expertise in your major area(s)</b>	①	②	③	④	⑤
<b>14. Professional interest of faculty in your major area</b>	①	②	③	④	⑤
<b>15. Departmental help with internships</b>	①	②	③	④	⑤
<b>16. Opportunities to work with faculty in your major on research collaborations/projects</b>	①	②	③	④	⑤
<b>Satisfaction with UST in relation to the elements of UST’s Core Requirements.</b>					
<b>17. Theology Requirements</b>	①	②	③	④	⑤
<b>18. Philosophy Requirements</b>	①	②	③	④	⑤
<b>19. English Requirements</b>	①	②	③	④	⑤
<b>20. Foreign Language Requirements</b>	①	②	③	④	⑤
<b>21. History Requirements</b>	①	②	③	④	⑤
<b>22. Social and Behavioral Science Requirements</b> (Economics, Geography, International Studies, Political Science, Psychology & Sociology)	①	②	③	④	⑤
<b>23. Natural Sciences Requirements</b> (Biology, Chemistry, Environmental Studies, Geology, & Physics)	①	②	③	④	⑤
<b>24. Mathematics Requirement</b>	①	②	③	④	⑤
<b>25. Oral Communication Requirement</b>	①	②	③	④	⑤
<b>26. Fine Arts Requirement</b> (Art History, Drama, Humanities, Music)	①	②	③	④	⑤