



MASTER OF EDUCATION GRADUATION INFORMATION

Graduation Eligibility:

(See the School of Education graduate 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:

1. Complete the Intent to Graduate Form and submit it to Paula Hollis in the School of Education. She will forward it to the Degree Auditor when it has been signed.
2. Although the Exit Survey is not required, we would appreciate your completing it. You may turn it in with your Intent to Graduate Form to Paula Hollis.

General Information:

- 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.

UNIVERSITY OF ST. THOMAS
MASTER OF EDUCATION (MEd)
INTENT TO GRADUATE

NAME PRINTED AS DESIRED ON DIPLOMA _____

TERM OF GRADUATION (Month, Year) _____

[NOTE: This is the term all work is completed!]

UST ID NUMBER _____

Please complete this application and submit it to the School of Education. The University deadlines to file for graduation are October 1 for December graduation and March 1 for May and August graduation (or the first business day following). Once signed and approved, the application will be forwarded to the Degree Auditor in the Registrar's office.

TO BE FILLED IN BY DEGREE CANDIDATE:

Name: _____

Check **one** of the following **approved** resource areas.

- | | | |
|--|---|--|
| <input type="checkbox"/> 1. EC-4 Education | <input type="checkbox"/> 6. All Level Special Education | <input type="checkbox"/> 11. Exceptionality Education |
| <input type="checkbox"/> 2. EC-4 Bilingual/ESL | <input type="checkbox"/> 7. Bilingual/ESL Education | <input type="checkbox"/> 12. Generic Education |
| <input type="checkbox"/> 3. 4-8 Grade Education | <input type="checkbox"/> 8. Counselor Education | <input type="checkbox"/> 14. Private School Administration |
| <input type="checkbox"/> 4. 8-12 Grade Education | <input type="checkbox"/> 9. Dual Language Education | <input type="checkbox"/> 15. Reading Education |
| <input type="checkbox"/> 5. All Level Education | <input type="checkbox"/> 10. Educational Administration | |

Do you plan to participate in the May commencement ceremonies? Yes_____ No_____

[You are encouraged to participate in the May commencement ceremony. However, eligibility depends on the status of your Comprehensive Examination or Action Oriented Research Thesis. Please check with the School of Education to verify your eligibility.]

Contact Information:

Home Phone: _____ Work Phone: _____ Cell Phone: _____

UST E-Mail: _____ Alternate E-Mail: _____

Signature of Degree Candidate: _____ **Date:** _____

STUDENTS: DO NOT WRITE BELOW THIS LINE

TO BE FILLED IN BY FACULTY ADVISOR (Please list any degree requirements remaining to be completed):

Credit Hours: _____

Teaching Experience: _____

Comprehensive Exam or Action Oriented Research Thesis: _____

Other: _____

SIGNATURE OF ACADEMIC ADVISOR: _____ **Date:** _____

SIGNATURE OF MEd DIRECTOR: _____ **Date:** _____

Date forwarded to Degree Auditor: _____

REGISTRAR'S OFFICE USE ONLY

Date Received: _____

Signature of Degree Auditor: _____

DEGREE REQUIREMENTS:

No. Hours: _____

GPA: _____

Course Reqs: _____



UST Graduate Student Exit Survey

Dear UST Candidate for a UST Graduate Degree,

Congratulations! You are about to celebrate the completion of an important milestone –the earning of your graduate degree from UST. 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 area of study). If you choose to provide your 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

Mrs. Carol Tucker, Research Analyst, Institutional Research

Phone: 713.525.6977

E-Mail: ir@stthom.edu

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

1. What graduate degree are you completing?

Arts & Sciences

- ① Master in Liberal Arts
- ② MA in Philosophy
- ③ PhD in Philosophy

Business

- ① Master of Business Administration
- ② Master of Science in Accounting
- ③ Master of International Business
- ④ Master of Science in Information Systems

School of Education

- ① Master of Education

School of Theology

- ① Master of Arts in Theological Studies
- ② Master of Arts in Pastoral Studies
- ③ Master of Divinity

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.

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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) during your entire time at UST (write the number of hours in the appropriate box(es) below and then grid the number(s) below.)

On Campus		Off Campus	
	Hours/week		Hours/week

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

5. What are your immediate employment plans?

- ① I plan to continue working in a job I have held for more than the past 6 months.
- ② I plan to continue working in a job I obtained within the past 6 months.
- ③ I plan to start in a job I recently obtained.
- ④ I will begin or continue to look for employment.
- ⑤ I do not plan to be employed.

6. If you indicated in question 5 that you currently have or will be starting a new job, to what extent is it related to your area of study at UST?

- ① Directly related
- ② Somewhat related
- ③ Not related

UST is interested in tracking the success of our graduates. If you choose to provide your employment information, that information will be added to your school record in order to allow UST to track outcomes of education.

7. Are you currently employed: ① Full-time? ② Part-time?

8. Where are you currently employed? _____

9. What is your current job title? _____

10. Are you an international student?

- ① Yes ② No

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

- ① Yes ② No

Satisfaction with UST in relation to your overall education.					
<u>“As a result of my graduate studies at UST, I...”</u>	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. developed a mastery of my chosen discipline or profession.	①	②	③	④	⑤
2. am competitive with my peers in my major field.	①	②	③	④	⑤
3. acquired sufficient skills and knowledge to prepare me for a career-related position.	①	②	③	④	⑤
4. have an overall positive impression of UST.	①	②	③	④	⑤
5. would recommend UST to prospective students with an interest in my area of study.	①	②	③	④	⑤
<u>“During my graduate study at UST, I...”</u>	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
6. engaged in meaningful research.	①	②	③	④	⑤
7. found adequate resources to support my graduate studies.	①	②	③	④	⑤
8. found my professors devoted sufficient time to teaching.	①	②	③	④	⑤
<u>Please rate your level of satisfaction with each item below</u>	Very Satisfied	Satisfied	Neutral	Disatisfied	Very Disatisfied
9. Faculty expertise in your area of study	①	②	③	④	⑤
10. Professional interest of faculty in your area of study	①	②	③	④	⑤
11. Opportunities to work with faculty on applied projects or research activities	①	②	③	④	⑤