



UNIVERSITY  
ST.<sup>of</sup>THOMAS

## 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: October 1 (or the business day after)
- May and August Graduates: March 1 (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. When the form has been signed, bring it to the Degree Auditor, Room 124 in the Herzstein Enrollment Center.
3. Although the Exit Survey is not required, we would appreciate your completing it. You may turn it in to the Degree Auditor with your Intent to Graduate Form.

### 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  
**MASTER IN LIBERAL ARTS (MLA)**  
**INTENT TO GRADUATE**

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

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 October 1 for December graduation and March 1 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:**

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: \_\_\_\_\_  
*(Any notices will be sent via UST e-mail!)*

**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: \_\_\_\_\_



## 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](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. 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.

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

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.)

<b>On Campus</b>		<b>Off Campus</b>	
	<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

**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

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