CAMERON SCHOOL OF BUSINESS GRADUATION INFORMATION

Graduation Eligibility:

(See the Cameron School of Business graduate catalog and your academic advisor.)

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 Cameron School of Business**. They will forward it to the Degree Auditor when it has been signed and will send you a copy for your records.
2. **DO NOT WAIT UNTIL THE LAST MINUTE!** Your advisor might not be available.
3. **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:

- **Communications about graduation will be sent out using UST e-mail. Be sure to check your e-mail regularly.**
- There is only one summer graduation term. The degree-conferral date will be in 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 Latoya Richmond, Assistant Registrar, by phone at 713-525-2152 or by e-mail at RICHMOL@stthom.edu.

UNIVERSITY OF ST. THOMAS

MASTER OF BUSINESS ADMINISTRATION (MBA)
INTENT TO GRADUATE

_____ _____

NAME PRINTED AS DESIRED ON DIPLOMA

TERM OF GRADUATION (Month, Year)
[The term all requirements will be completed]

_____

UST ID NUMBER

Please complete this application and submit it to the Cameron School of Business during the intended semester of graduation. The deadline for submission is September 15th for December graduation and February 15th 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. **Note: You must file a new application if your intended graduation term changes.**

TO BE FILLED IN BY DEGREE CANDIDATE:

Name: _____

Check the following areas of concentration as applicable.

☐ 1. Accounting	☐ 4. Health Care Administration	☐ 7. Marketing
☐ 2. Business Ethics	☐ 5. International Business	☐ 8. NO CONCENTRATION
☐ 3. Finance	☐ 6. Mgmt. Information Systems	

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

Current Mailing Address: _____

_____

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

UST E-Mail *(All notices are 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 FACULTY ADVISOR:

Courses in progress this semester: _____ _____ _____ _____

Courses to be taken next semester: _____ _____ _____ _____

Signature of Dean/Assoc. Dean: _____ Date: _____

Date forwarded to Degree Auditor: _____

REGISTRAR'S OFFICE USE ONLY

Date Received: _____

Signature of Degree Auditor: _____

DEGREE REQUIREMENTS:
No. Hours: _____
GPA: _____
Course Reqs: _____