



UNIVERSITY OF
ST. THOMAS

Frequently Asked Questions regarding Graduation and Diplomas

GRADUATION (Degree Completion) QUESTIONS & ANSWERS

1. How many credit hours do I need to graduate?

You must have a minimum of

- 120 credit hours to graduate with a Bachelor's degree from UST.
- 30 + credit hours to graduate with a Master's or Doctoral degree from UST. Specific hour requirements vary by degree.

2. I am close or have finished my degree requirements, what do I do now?

*There are two steps that must be followed. First, you must meet with your Academic Advisor and review your degree requirements. Upon review, your advisor will add a service indicator (known as a HOLD) on your record. The indicator will state: Eligible for Graduation. Once you have been made eligible, **you must apply to graduate**. Within your myStThom portal, you will find a link "Apply for Graduation".*

Follow the instructions and submit your application. [UST Online Graduation Application Guide - 2019](#)

Important Reminder: You must be made eligible AND you must apply.

3. What does "applying for graduation" mean exactly?

For your degree to be "awarded" (conferred), there are requirements that must be met first. In order for the Office of the Registrar to know you are completing or have completed those requirements you must notify us. Students notify us by completing the application for graduation through the myStThom portal. Once we have your completed application, a review (audit) of your student record will be processed.

4. Will my degree automatically reflect on my transcript?

Once you have finished all your degree requirements, and a final audit of your record has been completed by the Office of the Registrar, your degree will be posted to your academic record (your degree will be "conferred"). Remember, you must first apply to graduate from any of the degree programs at UST so that we know to audit your student record and verify that all the requirements have been completed. Students notify us by completing the application for graduation through the myStThom portal.

5. When should I apply for graduation? Is there a deadline?

Submitting your application for graduation the semester prior to your anticipated completion is required. An email will be sent to your @stthom.edu email address when the application window has been opened.

The deadlines to apply for graduation are:

- May and Summer candidates– November 12th
- December candidates – April 20th



6. The Office of the Registrar will post the deadlines for the graduation application on their webpage as well as on the Academic Calendar. I missed the deadline to apply for graduation, now what do I do?

If you have missed the deadline to apply for graduation, you will need to submit a request to submit a late graduation application. The request should be sent to registrar@stthom.edu. Approval for late application submissions are not guaranteed. Students may be processed at the next available graduation date. (May, August, December).

7. I've submitted my application, what happens now?

Once you have submitted your application you will receive an on-screen confirmation that your application has been successfully submitted. The Office of the Registrar will review your record to confirm you are on track for the completion date you selected.

8. What if I am scheduled to graduate and do not pass a class my last semester?

First things first, if you need the course to fulfill your degree requirements keep working! Don't give up! If it is apparent you will not successfully complete all the degree requirements during your last semester, contact your Academic Advisor to verify your requirements. Then contact the Office of the Registrar so your record and graduation date may be updated. Our office will update your records with the next upcoming graduation date.

9. What if I am scheduled to graduate and my audit shows that I do not have enough credit hours or have not met degree requirements?

If you do not have enough hours or have not completed all the degree requirements, you will receive an email from the Office of the Registrar indicating that you have not met the degree requirements. You will need to talk with your Academic Advisor about the specific requirements that still need to be completed.

10. When do I get confirmation that I've fulfilled all of my requirements and I actually am graduating?

Once final grades are posted at the conclusion of the semester you applied to graduate, a final degree audit will be completed. The final audit verifies you have successfully completed all the degree requirements for your specific degree program. After the final degree audits have been verified, you will receive an email from the Office of the Registrar congratulating you on the completion of your degree. The timeline for degree conferral is approximately three weeks after final grades are posted.



UNIVERSITY OF
ST. THOMAS

Frequently Asked Questions regarding Graduation and Diplomas

11. What date will be reflected on my degree? (Degree conferral dates/graduation dates)

December degree conferral is the day after the final exam period for fall classes.

May degree conferral dates correspond with the yearly Commencement ceremony (typically the 2nd or 3rd Friday in May.)

August degree conferral is the day after the final exam period of the 10-week summer session.

12. What if I finish my degree requirements in June or July? When will I graduate?

The next available graduation date for candidates completing their degree requirements in June or July is August. Your degree conferral date will be the day after the final exam period of the 10-week summer session.. (Don't forget to apply for graduation!)

13. Will my minor show up on my degree?

Your minor will be reflected on your transcript. Minors are NOT listed on diplomas.

14. Will my concentration show up on my degree?

Concentrations will be reflected on your transcript. Concentrations are NOT listed on diplomas.

15. How do I have credits from another college or university applied toward my degree?

Credits from other colleges or universities are considered transfer credits. To have credits transferred from another institution to UST you must submit an official transcript to the Office of the Registrar. Your transcript will be reviewed by the Assistant Registrar who oversees transfer credit, and, if applicable, hours will be posted to your UST transcript. Transfer credit questions should be directed to the Office of the Registrar at 713.525.2150 or registar@stthom.edu

16. What is the difference between “graduation” and “commencement”?

“Graduation” refers to the date you completed your degree or the date of your “degree conferral”. Commencement is the ceremony celebrating all the students who have graduated or anticipate graduating within this academic year. Since grades can be due after a commencement ceremony has occurred, walking during the ceremony is not confirmation that all degree requirements have been met.



DIPLOMA QUESTIONS & ANSWERS

17. When will I receive my diploma?

Diplomas are ordered after degrees are conferred. It takes approximately 4-6 weeks after degree conferral for diplomas to arrive from the printer. Upon arrival, students are notified via email to their @stthom.edu email address that diplomas are ready for pickup. We do not send communication to gmail, yahoo, hotmail, etc.

18. Will I receive my real diploma at Commencement?

No. Diplomas are ordered after commencement. As you cross the stage at the commencement ceremony you will be handed a symbolic tube.

19. How do I obtain my diploma once it is available?

Emails are sent to the @stthom.edu email address when diplomas are ready for pickup. Please note that the @stthom.edu email address is the official email that is used for communication with students. The email address is never “turned off”. Students have the option to request diploma mailing for \$20 within the US and for \$50 to a country outside of the US. Students that want the diploma mailed should complete the diploma mailing form which is found on the Registrar Home Page of the UST website. Diplomas are held in our office for nine (9) months. Diplomas not picked up will be destroyed and a replacement diploma will need to be ordered for \$75.

20. I have an outstanding financial balance on my UST account; may I still obtain my diploma?

If you have a past due balance with the University (owe the University any money) you will not be able to obtain your diploma until the balance is paid in full. If you have questions regarding your account balance contact the Business Office at 713.525.6992.

21. I have a hold from the Financial Aid Department and/or Career Services and Testing; may I still obtain my diploma?

If you have a hold from the Financial Aid department for an exit interview hold, or a hold from Career Services and Testing for a graduation survey hold, you will not be able to obtain your diploma until these holds are cleared.

For the Financial Aid exit interview hold, students will need to complete an exit interview survey at studentloans.gov. After completion, you must contact the UST Financial Aid Office at 713.525.2170 to request that the hold be removed.

For the Career Services and Testing graduation survey hold, a link to the survey will be sent to you via your @stthom.edu email address. Once you complete the survey, we will automatically update the system to remove your hold. Please note that it may take 24-48 hours for the hold to be removed.



22. What will my diploma say? (major, school name, etc.)

Your diploma will list the University of St. Thomas, your full primary name as reflected in the myStThom system, degree name (e.g., “Bachelor of Arts” or “Bachelor of Science”), and your major(s) (e.g., General Studies, Biology, etc.).

If you receive academic honors, or if you were in the Honor’s Program, , these will be noted on your diploma and transcript. Concentrations and minors are NOT printed on the diploma but are listed on your transcript.

23. How may I obtain a duplicate copy of my diploma?

Duplicate copies of your diploma may be ordered via the Diploma Replacement Form. The cost for a duplicate copy of your diploma is \$75 each (subject to change). If you mail the form in to our office, it must be notarized. However, if you bring it in person, a notary is not required. You may find the request form at [UST Diploma Replacement Form](#). Once we have received your request form and confirmed payment we will order your diploma from the printer. Special orders placed with the printer take 4-6 weeks for the duplicate diploma to be processed and received.

COMMENCEMENT QUESTIONS & ANSWERS

24. When is Commencement?

*UST holds one commencement ceremony a year. It is typically held the second or third Saturday of May each year (*subject to change). Commencement details are placed on the UST website in March of the spring semester. Search for “Commencement” on the UST Website.*

25. Is there a graduation/commencement for December grads?

Students that complete their degree requirements in December may participate in a Winter Baccalaureate Mass and reception. December grads may also participate in the Spring Commencement ceremony with the May and August Graduates the following year. (Example: December 2019, May 2020, and August 2020 candidates may participate in the May 2020 commencement ceremony.)

26. May I walk in the May commencement even if I have to complete a course or two in the summer?

Yes! Those eligible to participate in the yearly commencement ceremony are graduates from the previous December as well as upcoming May and August graduation candidates. (Example: December 2019, May 2020, and August 2020 candidates will participate in the May 2020 commencement ceremony.)



UNIVERSITY OF
ST. THOMAS

Frequently Asked Questions regarding Graduation and Diplomas

27. Will I get my actual diploma at commencement?

No. Diplomas are ordered after commencement. As you cross the stage at the commencement ceremony you will be handed an empty diploma tube.

28. May I pick my diploma up early?

No. Diplomas are ordered after your degree has been conferred. We will notify you when they are available for pickup via your @stthom.edu email account.

29. Is there a rehearsal prior to commencement?

We do not have a commencement rehearsal.

30. How long does the commencement ceremony take?

The length of the ceremony is contingent upon the number of candidates participating in the ceremony. The standard length has been just over 2 hours the last several years. However, graduates have to arrive at the venue approximately 1 hour prior to the start of the program.

31. Where do I get my cap and gown for commencement?

UST uses an online app for students to register to attend/participate in the commencement and order your cap and gown. The Commencement Link is made available in March (two months prior to commencement).

32. What is the expected attire for graduation ceremonies?

Students should wear business attire and dress shoes underneath the commencement robe.

33. I signed up to participate in commencement but am unable to attend. Who do I need to notify?

Contact the Office of the Registrar at registrar@stthom.edu

34. How do I know if I have been nominated for any awards related to graduation?

The School you are graduating from will be in contact with you if you have been selected to receive an award. (e.g., School of Nursing, School of Business, etc.)



UNIVERSITY OF
ST. THOMAS

Frequently Asked Questions regarding Graduation and Diplomas

35. As a student with academic honors, how am I recognized at commencement?

If you have earned any academic honors (i.e., Academic Distinction, Cum Laude, Magna Cum Laude, or Summa Cum Laude), it will be indicated as your name is read and you cross the stage.

Please note that academic honors are calculated for use during the Commencement Ceremony using the cumulative GPA of your previous term. Once grades for your final semester of coursework have been received, your cumulative GPA may change, and the academic honors that you are awarded might be different than what was announced on stage and printed in the Commencement Program.

36. I'm a Military Veteran, will I be recognized at commencement?

THANK YOU, we appreciate your service and sacrifice! *Please speak to the Director of the Veteran Success Center to determine their procedure.*

37. What do I need to do if I want to continue to take classes after graduation?

You will need to contact the admissions office to obtain the next steps required to continue here at UST. The options are Post-Bac or Graduate.

Will I be considered a graduate student then?

Yes. Once you have an undergraduate bachelor's degree you are considered a graduate student. If you plan to pursue a specific Master's degree you will need to apply to the specific Master's program you are interested in for admission.

What tuition fees will I be charged?

As a graduate student you will be charged graduate tuition rates. For current rates go to:
<https://www.stthom.edu/Scholarships-and-Financial-Aid/>

Will I still be able to get financial aid?

To be eligible for financial aid you must be admitted to a qualified degree program. For details regarding Financial Aid availability contact the Office of Financial Aid and Scholarships at finaid@stthom.edu or 713.525.2170