

You must declare your intent to receive a degree/certificate by the deadline for the semester in which you expect to graduate. This deadline is announced in the Academic Calendar. This form must be submitted to the Registrar's Office by this date.

- Upon receipt of this form, you are placed on a preliminary degree list for a specific semester.
- You must **complete your degree** requirements by the deadline announced in the Academic Calendar. If you do not complete your degree requirements, you are removed from the degree list. To graduate in a subsequent semester, you must submit a new intent form for the next semester you expect to graduate.
- Please refer to the CGU Bulletin for policies on degrees and sharing units. Units may only be shared by a maximum of two degrees.
- Commencement information is distributed during the Spring semester to all candidates who expect to graduate in the Spring semester as well as to all degree recipients from the previous Summer and Fall semesters.
- To ensure the accuracy of your transcript, diploma, and commencement information, verify your personal contact information (name, mailing address, email) in your [MyCGU Portal](#).

Doctoral Students

Domestic students: Your last date of enrollment as it relates to loan repayment is equal to the last date of the last semester in which you enrolled, regardless of the date you submit your dissertation. International students: The day you submit your dissertation is considered the last day of your academic program as it relates to your SEVIS program end date.

Master's Students

Degrees are posted when all final grades have been submitted by your instructors and your department verifies that all other degree requirements have been met. Students who have already been approved for a subsequent doctoral program at CGU will be automatically active in the new program upon completion of the master's degree.

Instructions:

- Enter your expected graduation term in the Term/Year line below and check all the following that apply.
- Submit separate forms for each degree/certificate.
- It is your responsibility to get the approval and signature of the department administrator. Make sure you have obtained all the relevant signatures before submitting the form to the Registrar's office.
- Complete the attached Exit Survey. This survey can be submitted either (1) to your academic department, or (2) directly to the Registrar's Office.

Student Information

CGU ID# 254 - _____ For Term/Year _____

Last Name _____ First Name _____ Middle _____

Department/Program _____ Degree/Certificate _____

- | | |
|---|--|
| <input type="checkbox"/> I am a certificate only student. | <input type="checkbox"/> I am an interfield doctoral student. |
| <input type="checkbox"/> I am certificate student who is also completing a degree. | <input type="checkbox"/> This is my final degree and I will be departing from CGU. |
| <input type="checkbox"/> I am a dual degree student. | <input type="checkbox"/> I plan to begin a subsequent degree at CGU and have already filed a Degree Change Request form. |
| <input type="checkbox"/> I am receiving this master's degree along the way to my PhD. | |

Required Signatures

My signature acknowledges that I have contacted my academic advisor to inform him/her about my intention to graduate, and I have also verified the accuracy of my degree (and concentrations, if applicable) on the [MyCGU Portal](#).

Student Signature _____ **Date** _____

Academic Department Administrator _____ **Date** _____

Degree Completion Survey



The following survey includes questions concerning your experience at CGU, your academic training, student services, campus climate and preparation for your future career. This information is used to assess and improve the graduate programs and student services.

All responses will remain confidential and only reported in the aggregate form. The Office of Institutional Effectiveness will have sole access to actual responses. Please fill in bubbles entirely as the shown below.

A. EDUCATIONAL OUTCOMES

Answer Selection: Correct = ● Incorrect = ✗ ✓ ⊕

To what extent did your experience at CGU enhance your ability to...

	Not At All	To A Small Extent	To Some Extent	To A Moderate Extent	To A Large Extent
1. Write effectively	①	②	③	④	⑤
2. Communicate well to a range of audiences	①	②	③	④	⑤
3. Acquire new knowledge	①	②	③	④	⑤
4. Think analytically	①	②	③	④	⑤
5. Synthesize ideas from multiple sources	①	②	③	④	⑤
6. Apply research practices	①	②	③	④	⑤
7. Find your scholarly voice	①	②	③	④	⑤
8. Implement solutions based on scholarly research	①	②	③	④	⑤
9. Work well with others	①	②	③	④	⑤
10. Manage projects effectively	①	②	③	④	⑤
11. Manage conflict with others	①	②	③	④	⑤
12. Build soft skills (e.g. communication) needed for your profession	①	②	③	④	⑤
13. Lead effectively	①	②	③	④	⑤
14. Reflect on how your own values may affect others	①	②	③	④	⑤
15. Address problems from multiple perspectives	①	②	③	④	⑤

What was THE major challenge to completing coursework?

What was THE major challenge to completing your final project/thesis/dissertation?

What key strategies did you use for successful completion of your degree?

B. PROFESSIONAL DEVELOPMENT

Please indicate your level of disagreement or agreement with the following statements.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	NA
1. The courses I took were valuable for my intended profession	①	②	③	④	⑤	⑨
2. I was encouraged to participate in professional development opportunities	①	②	③	④	⑤	⑨
3. I participated in professional development opportunities provided by my department	①	②	③	④	⑤	⑨
4. I participated in professional development opportunities provided by CGU's Student Success Center	①	②	③	④	⑤	⑨
5. I had the opportunity to develop teaching skills	①	②	③	④	⑤	⑨
6. I had the opportunity to develop research skills	①	②	③	④	⑤	⑨
7. I had the opportunity to develop grant/proposal writing skills	①	②	③	④	⑤	⑨
7. I was taught how to establish my own professional network	①	②	③	④	⑤	⑨
8. Faculty helped me understand how to become a professional in my field	①	②	③	④	⑤	⑨

What professional development experiences do you believe were the most helpful in preparing you for your career?

While enrolled at CGU, indicate the number of professional development activities you participated in.

	Zero	1	2	3	4	5 or more	NA
1. How many academic conferences did you attend?	0	1	2	3	4	5	9
2. How many times have you PRESENTED at professional conferences?	0	1	2	3	4	5	9
3. How many papers have you SUBMITTED for publication?	0	1	2	3	4	5	9
4. Of those papers, how many were accepted for PUBLICATION?	0	1	2	3	4	5	9
5. How many grant proposals did you participate in?	0	1	2	3	4	5	9
6. Of those grants, how many were successful?	0	1	2	3	4	5	9
7. How many times was your work featured in a gallery, performance, or show?	0	1	2	3	4	5	9

Please describe any other achievements you would like to share.

C. ACADEMIC AND CAREER SUPPORT

Please indicate your level of disagreement or agreement with the following statements in regards to the most recent experiences you have had with academic and career support.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	NA
1. My program offered an adequate range of classes	1	2	3	4	5	9
2. I was able to take classes in other departments	1	2	3	4	5	9
3. I received useful feedback from faculty on my class performance	1	2	3	4	5	9
4. I received timely and helpful feedback on my own research projects	1	2	3	4	5	9
5. Faculty were supportive of my academic interests	1	2	3	4	5	9
6. At times, I felt unsure of what was expected to complete my degree	1	2	3	4	5	9
7. I received sufficient support to complete the program milestones	1	2	3	4	5	9
8. I had a supportive network of peers, family, etc. while working on my degree	1	2	3	4	5	9
9. I had the opportunity to develop a mentoring relationship with a faculty member	1	2	3	4	5	9
10. Faculty helped me to map out my career path	1	2	3	4	5	9
11. My advisor helped me to review my progress toward my career goals	1	2	3	4	5	9
12. I am satisfied with the quality of career advising I received	1	2	3	4	5	9
13. I am satisfied with the quality of academic advising I received	1	2	3	4	5	9
14. I received sufficient support to form my final project/thesis/dissertation committee	1	2	3	4	5	9
15. I am satisfied with the quality of supervision provided by my final project/thesis/dissertation chair	1	2	3	4	5	9

How frequently did you meet with your advisor to formally discuss your academic progress?

Never	Once a Year	Once a Semester	Monthly	More than Once a Month
1	2	3	4	5

Please provide any comments or feedback in regards to advising and support you received throughout your time at CGU.

To what extent were the following resources helpful in your academic career?

	<i>Did not use</i>	Not At All	To A Small Extent	To Some Extent	To A Moderate Extent	To A Large Extent
1. Mentor Program	①	②	③	④	⑤	⑥
2. Preparing Future Faculty	①	②	③	④	⑤	⑥
3. Writing Center	①	②	③	④	⑤	⑥
4. Student Organizations/Associations	①	②	③	④	⑤	⑥
5. Research Labs/Groups	①	②	③	④	⑤	⑥
6. Digital Learning Lab	①	②	③	④	⑤	⑥
7. Career Development Office	①	②	③	④	⑤	⑥
8. Student Life & Diversity Programming	①	②	③	④	⑤	⑥
9. International Student Services	①	②	③	④	⑤	⑥
10. Health Services	①	②	③	④	⑤	⑥
11. Other (please specify)	①	②	③	④	⑤	⑥

D. SATISFACTION WITH PROGRAM EXPERIENCE

Consider the sum of your experiences while at CGU in the rating of the statements below.

	Poor	Fair	Good	Very Good	Excellent
1. Return on investment for your CGU degree	①	②	③	④	⑤
2. Preparation for the next phase in your career	①	②	③	④	⑤
3. The level of academic rigor of your program	①	②	③	④	⑤
4. Overall quality of your program	①	②	③	④	⑤
5. Overall experience at CGU	①	②	③	④	⑤

Indicate your level of agreement with the following statements.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
6. I am satisfied with the amount of time it took me to complete my degree	①	②	③	④	⑤
7. If I had to do it again, I would still choose CGU for my graduate studies	①	②	③	④	⑤
8. I would recommend CGU to someone who is thinking about graduate study	①	②	③	④	⑤

What is ONE thing your program can do to improve the student experience?

What is ONE thing your program did well?

E. DEMOGRAPHICS

In order to get a better understanding of our graduating students and how their experiences may vary, please answer the following questions.

Which of the following did you experience while at CGU (fill in all that apply)?

- | | | | |
|---|---|--|---|
| 1. Lived on campus | ① | 6. Participated in a lab with faculty and students | ⑥ |
| 2. Worked as a teaching assistant | ② | 7. Participated in a writing group | ⑦ |
| 3. Worked as a research assistant | ③ | 8. Worked on campus | ⑧ |
| 4. Worked as an adjunct teacher | ④ | 9. Worked full-time | ⑨ |
| 5. Worked as an intern/participate in field placement | ⑤ | 10. Worked part-time | ⑩ |

Which degree(s) and department(s) are you submitting a declaration of intent to receive a degree on?

Doctorate	Master's	Certificate		Doctorate	Master's	Certificate	
①	②	③	Applied Women's Studies	①	②	③	History
①	②	③	Art	①	②	③	Human Resource Management
①	②	③	Art Business	①	②	③	Info Systems & Technology
①	②	③	Arts Management	①	②	③	Management
①	②	③	Botany	①	②	③	Mathematics
①	②	③	Community & Global Health	①	②	③	Music
①	②	③	Cultural Studies	①	②	③	Philosophy
①	②	③	Economics	①	②	③	Politics, Economics, & Business
①	②	③	Education, Higher	①	②	③	Politics & Policy
①	②	③	Education, Teacher	①	②	③	Psychology
①	②	③	Educational Evaluation	①	②	③	Public Policy & Evaluation
①	②	③	English	①	②	③	Religion
①	②	③	Executive Management	①	②	③	Other _____
①	②	③	Financial Engineering				

What term best describes your gender?

Man	Woman	Transgender	Other
①	②	③	④

Which of the following best describes your sexual orientation?

Heterosexual	Lesbian	Gay	Bisexual	Other
①	②	③	④	⑤

What is your racial background?

American Indian/ Alaskan Native	African American	Asian	Latino/ Latina	Pacific Islander/ Hawaiian	White	Multi-racial	Other
①	②	③	④	⑤	⑥	⑦	⑧

What is your residency status?

US Citizen/ Permanent Resident	International	Other
①	②	③

F. FINAL COMMENTS

Additional comments or suggestions:

Strictly for survey tracking purposes, please provide the six middle digits of your student ID number. Only the Office of Institutional Effectiveness will have access to the completed surveys. ID's will be stripped from the data once it has been compiled to ensure anonymity. Furthermore, data will only be reported in an aggregate form to ensure anonymity.

Student ID: 254 - ____ - 0