



## ***APPLICATION FOR GRADUATION***

**Please Read carefully and complete all requested information. An incomplete application will not be processed.**

In order to be considered as a candidate for graduation, the applicant must complete the Graduation Application Form and Survey and return them to the University along with the appropriate Graduation Assessment Fee. Once the form has been received and all the fees paid, the student will receive the following information:

- 1) Academic transcript of Amberton University work (for student use, not an official transcript).
- 2) Transfer of Credit Report reflecting all work accepted in transfer.
- 3) Degree Plan.

The applicant must carefully review all academic records for accuracy and completeness. Immediately report any discrepancies to the Registrar. The graduate is solely responsible for satisfying all graduation requirements. Advisors are available in the Student Services Office to assist you if needed.

Four times a year--August, November, February and May,-- the faculty and administration of Amberton University authorize the awarding of degrees to students who have satisfactorily completed (1) all requirements for the degree requested and who have (2) satisfied all obligations (financial, etc.) to the University.

Within a week of completing the degree and meeting institutional obligations, the degree earned will be posted on an official academic transcript maintained by the University. The official academic transcript of a graduate remains the property of Amberton University in perpetuity.

Within six (6) weeks the applicant will receive recognition as an "Honored Graduate" and the recipient will be presented a custom printed diploma as evidence of the applicant's induction into the honor society of Amberton graduates.

If the graduate prefers not to personally pick-up his/her graduation diploma, the graduate may request that the University mail the diploma to the address noted on the application form. There will be a \$10.00 handling fee for mailing.

A non-refundable graduation assessment fee of \$100.00 **must** accompany the application for graduation. Once filed, the applicant must complete all requirements for the degree and fulfill all institutional obligations within one (1) year of filing. If an applicant does not complete the graduation process within one year of filing, the application will be destroyed and the applicant will have to file again and pay all graduation fees then applicable.

Carefully complete the attached *Application for Graduation and Graduate Survey*. Return both items, with your graduation assessment fee (\$100.00 and \$10.00 mailing fee if applicable) to the Student Services Office or to the Business Services Office.



**OFFICE USE ONLY**  
Application received/fee paid  
Initials/date \_\_\_\_\_

### APPLICATION FOR GRADUATION

Print name as you want it to appear on the diploma (Name must be consistent with University records).

First Name \_\_\_\_\_ Middle/Maiden Name \_\_\_\_\_ Last Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: (Street) \_\_\_\_\_ (City, State, Zip) \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Anticipated session and year that degree requirements will be completed:

Summer: Year \_\_\_\_\_  Fall: Year \_\_\_\_\_  Winter: Year \_\_\_\_\_  Spring: Year \_\_\_\_\_

Mail diploma to above address. Mailing fee of \$10 **must** be paid in addition to graduation assessment fee.

| <b>Undergraduate</b>  | <b>Graduate</b>  |
|---|--|
| <input type="checkbox"/> BA Professional Development (14)     | <input type="checkbox"/> MA Christian Counseling (40)                    |
| <input type="checkbox"/> BBA General Business (31)            | <input type="checkbox"/> MA Professional Counseling (23)                 |
| <input type="checkbox"/> BBA Management (32)                  | <input type="checkbox"/> MA School Counseling (41)                       |
| <input type="checkbox"/> BBA Management Accounting (33)       | <input type="checkbox"/> MA Professional Development (17)                |
| <input type="checkbox"/> BBA Project Management (36)          | <input type="checkbox"/> MBA General Business (42)                       |
| <input type="checkbox"/> BS Applied Studies (34)              | <input type="checkbox"/> MBA Management (43)                             |
| <input type="checkbox"/> BS Human Relations and Business (35) | <input type="checkbox"/> MBA Project Management (39)                     |
|   | <input type="checkbox"/> MBA Strategic Leadership (44)                   |
|   | <input type="checkbox"/> MS Family Studies (45)                          |
|   | <input type="checkbox"/> MS Human Relations and Business (11)            |
|   | <input type="checkbox"/> MS Human Resource Training and Development (46) |
|   | <input type="checkbox"/> MS Managerial Science (47)                      |

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AMBERTON UNIVERSITY  
RESEARCH STUDY OF RECENT GRADUATES**

**SESSION & YEAR GRADUATING:** \_\_\_\_\_

As an Amberton University graduate, you now have the opportunity to “grade” the University. For each of the following statements circle the one letter grade that best reflects your experience.

(A) Very Good (B) Good (C) Average (D) Improvements Needed (F) Unacceptable

**PART I. UNIVERSITY ENVIRONMENT**

1. I found the University setting, with its professional, office atmosphere, a stimulating place for learning. A B C D F
2. The flexibility of the schedule met my personal needs. A B C D F
3. The communication system between the University and the students is adequate. A B C D F
4. The geographic locations of the school are convenient. A B C D F
5. Faculty members, staff, and the administration showed interest in my academic and professional development. A B C D F
6. The instructors were scholarly, professional and competent. A B C D F
7. In light of required class competencies, the teaching methods used most often were effective. A B C D F
8. I felt free to discuss problems and ideas with my instructors. A B C D F
9. I was given the opportunity to adequately evaluate and give feedback regarding the quality of faculty and curriculum. A B C D F
10. I was treated with courtesy and respect when I called or entered the Student Services Office. A B C D F
11. I received adequate academic advising. A B C D F
12. The business office handled my financial account effectively. A B C D F
13. I preferred using the University library and the e-Library rather than other area libraries. A B C D F

14. Library holdings were adequate to meet my academic needs. A B C D F
15. The e-Library contributed greatly to my research needs. A B C D F
16. The library staff was courteous and competent when assisting me with my research needs. A B C D F
17. I would take advantage of a program designed to keep up-to-date resumes on file (for all Amberton Graduates) from which potential employers could select new employees. A B C D F
18. Given all I now know about Amberton University and its programs, if I had it to do over, I would choose this University for my college degree. A B C D F

## **PART II. CURRICULUM**

Reflecting on the degree you attained at Amberton University, please rate your level of satisfaction with the following:

- |  | Very Satisfied | Satisfied | Neutral | Dissatisfied | Very Dissatisfied |
|--|----------------|-----------|---------|--------------|-------------------|
|  | A              | B         | C       | D            | F                 |
| 19. The factual knowledge (terminology, methods, and trends) gained in my area of study.               |                |           |         |              | A B C D F         |
| 20. Clear and effective writing skills acquired in my area of study.                                   |                |           |         |              | A B C D F         |
| 21. Clear and effective oral communication skills learned in my area of study.                         |                |           |         |              | A B C D F         |
| 22. The analytical and critical thinking skills learned to solve problems related to my area of study. |                |           |         |              | A B C D F         |
| 23. Information technology skills learned within my area of study.                                     |                |           |         |              | A B C D F         |
| 24. Preparatory skills learned in the subject matter for my profession (line of work).                 |                |           |         |              | A B C D F         |
| 25. The relevance of required courses to my degree.  |                |           |         |              | A B C D F         |
| 26. The comprehensiveness of the course competencies in my degree program.                             |                |           |         |              | A B C D F         |

**PART III. ADDITIONAL INFORMATION**

Please provide the following information by circling the appropriate answer or answering the question.

27. My primary purpose for enrolling in the University was

|   |   |
|---|---|
| to update and improve my professional skills            | 1 |
| to qualify for a higher paying job                      | 2 |
| for personal enrichment not necessarily related to work | 3 |
| other (Identify _____)                                  | 4 |

28. What degree did you complete?

|  |    |
|--|----|
| <b>Bachelor of Arts</b>                    |    |
| Professional Development                   | 14 |
| <b>Bachelor of Business Administration</b> |    |
| General Business                           | 31 |
| Management                                 | 32 |
| Management Accounting                      | 33 |
| Project Management                         | 36 |
| <b>Bachelor of Science</b>                 |    |
| Applied Studies                            | 34 |
| Human Relations and Business               | 35 |
| <b>Master of Arts</b>                      |    |
| Christian Counseling                       | 40 |
| Professional Counseling                    | 23 |
| Professional Development                   | 17 |
| School Counseling                          | 41 |
| <b>Master of Business Administration</b>   |    |
| General Business                           | 42 |
| Management                                 | 43 |
| Project Management                         | 39 |
| Strategic Leadership                       | 44 |
| <b>Master of Science</b>                   |    |
| Family Studies                             | 45 |
| Human Relations and Business               | 11 |
| Human Resource Training & Development      | 46 |
| Managerial Science                         | 47 |

29. How did you learn about this University?

|                               |   |
|-------------------------------|---|
| Fellow Worker/Friend          | 1 |
| Radio Ads                     | 2 |
| Newspaper Ads                 | 3 |
| Visual Contact                | 4 |
| Amberton University Recruiter | 5 |
| Internet                      | 6 |

30. What was your approximate grade point average at the time of graduation?

**Undergraduates**

**Graduates**

|   |                            |   |
|---|----------------------------|---|
| 1 | C or lower (2.49 or below) | 1 |
| 2 | C+ (2.50 - 2.74)           | 2 |
| 3 | B- (2.75 - 2.99)           | 3 |
| 4 | B (3.00 - 3.24)            | 4 |
| 5 | B+ (3.25 - 3.49)           | 5 |
| 6 | A- (3.50 - 3.74)           | 6 |
| 7 | A (3.75 - 3.99)            | 7 |
| 8 | A+ (4.00)                  | 8 |

31. If you have been promoted or received a significant increase in salary since you were enrolled at Amberton University, to what extent do you believe your additional education affected this job status change:

|                           |   |
|---------------------------|---|
| A great deal of influence | 1 |
| Somewhat                  | 2 |
| Very little               | 3 |
| None at all               | 4 |
| No job status change      | 5 |

32. What is your approximate annual income from employment? (One person - not family)

|                     |   |
|---------------------|---|
| Less than \$10,000  | 1 |
| \$10,000 - \$19,000 | 2 |
| \$20,000 - \$29,000 | 3 |
| \$30,000 - \$49,000 | 4 |
| \$50,000 - \$59,000 | 5 |
| \$60,000 - \$79,000 | 6 |
| \$80,000 - \$99,000 | 7 |
| \$100,000 or above  | 8 |

33. What is your age? (Circle one)

|              |   |
|--------------|---|
| 25 and Under | 1 |
| 26 - 30      | 2 |
| 31 - 35      | 3 |
| 36 - 40      | 4 |
| 41 - 45      | 5 |
| 46 - 50      | 6 |
| 51 - 60      | 7 |
| 61+          | 8 |

34. What is your gender?

|        |   |
|--------|---|
| Female | 1 |
| Male   | 2 |

35. What is your classification?

|               |   |
|---------------|---|
| Undergraduate | U |
| Graduate      | G |

36. Relative to **Amberton University**, please rate the strengths and/or weaknesses on a scale of A to F with A being the strongest and F the weakest.

- |                                       |   |   |   |   |   |
|---------------------------------------|---|---|---|---|---|
| a. Administration                     | A | B | C | D | F |
| b. Adult Oriented                     | A | B | C | D | F |
| c. Catalog and Schedule of Classes    | A | B | C | D | F |
| d. Christian Oriented                 | A | B | C | D | F |
| e. Computer Lab                       | A | B | C | D | F |
| f. Cost                               | A | B | C | D | F |
| g. Course Offerings                   | A | B | C | D | F |
| h. Curriculum                         | A | B | C | D | F |
| i. Degree Offerings                   | A | B | C | D | F |
| j. Evening & Weekend Classes          | A | B | C | D | F |
| k. E-Courses                          | A | B | C | D | F |
| l. Enrollment Process                 | A | B | C | D | F |
| m. Faculty                            | A | B | C | D | F |
| n. Instructors Working in their Field | A | B | C | D | F |
| o. Library                            | A | B | C | D | F |
| p. Location                           | A | B | C | D | F |
| q. Payment Plan                       | A | B | C | D | F |
| r. Relevant Courses                   | A | B | C | D | F |
| s. Small Class Size                   | A | B | C | D | F |
| t. Staff                              | A | B | C | D | F |
| u. Student Services                   | A | B | C | D | F |
| v. Ten-Week Session                   | A | B | C | D | F |
| w. Other (Identify)_____              | A | B | C | D | F |

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