



# Graduation Application

[degreesandcertificates@montana.edu](mailto:degreesandcertificates@montana.edu)

### Application Deadlines:

Visit <https://www.montana.edu/gradschool/policy/dates-deadlines.html> for current graduation application deadlines.

**Notification:** Degree program audit begins the week after the application deadline. Notification of the audit will be sent by email to the student and the outcome is noted in DegreeWorks.

**Fees:** A one-time \$40.00 commencement fee is charged to the student’s account the first time they apply to graduate. The commencement fee is for degree-seeking students only (certificate students are not charged \$40). A \$20.00 audit fee can be charged each time a student applies to graduate.

**Diplomas:** Diplomas are issued under the name listed on the student’s permanent record. Verify name and diploma mailing address in My Info. Diploma mailing dates vary each term; contact the Office of the Registrar for details. Students receiving a certificate do not receive a diploma.

Name: \_\_\_\_\_  
(Last) (First)

Student ID#: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Choose one the following:

Full term candidate:  Fall  Spring  Summer Year: \_\_\_\_\_

One-credit Extension candidate deadline date: \_\_\_\_\_ (First day of the next term)

Note: One-credit extension candidates will need to register for One (1) credit in \_\_\_\_\_ (upcoming term)

Degree/Certificate Title: \_\_\_\_\_

in the department of: \_\_\_\_\_

Degree or Certificate sought:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Certificate (CERT)               | <input type="checkbox"/> Master (M)                   | <input type="checkbox"/> Master of Science (MS)*    |
| <input type="checkbox"/> Doctor of Philosophy (PhD)       | <input type="checkbox"/> Master of Art (MA)           | <b>Check only if applicable for the MS degree:</b>  |
| <input type="checkbox"/> Doctor of Nursing Practice (DNP) | <input type="checkbox"/> Master of Education (MEd)    | <input type="checkbox"/> En route (Doctoral student |
| <input type="checkbox"/> Doctor of Education (EdD)        | <input type="checkbox"/> Master of Engineering (MEng) | earning a Master’s degree while                     |
| <input type="checkbox"/> Education Specialist (EdS)       | <input type="checkbox"/> Master of Fine Art (MFA)     | enrolled in a doctoral program)                     |
|   | <input type="checkbox"/> Master of Nursing (MN)       |   |

\*Doctoral students stopping out with a Master’s degree must submit a Change in Graduate Status form.

Check if Continuing to another certificate, Master’s or Doctoral program; Must submit a Change in Graduate Status form if continuing from Master’s to Doctoral.

Check if a request to Include/Exclude graded coursework will be made.

I hereby petition The Graduate School for conferral of the degree(s) indicated above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair or Program Leader Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received and logged in to Banner by The Graduate School

\_\_\_\_\_  
Date