

Graduate School Forms

As a Graduate Student here at MSU, there are a number of forms that the University's Graduate School requires you to submit during the appropriate time.

Below is a list of forms for you to be aware of throughout your program. You may acquire the forms from the Graduate School website at <http://www.montana.edu/gradschool/forms.html> or click on the name of the form in the table below.

Please gather the appropriate signatures (other than Department Head or Dean) before returning the form to Maggie in the Office of Graduate Programs in Education. Her contact information is listed below.

With the inclusion of the appropriate signatures, all forms will be forwarded to the Graduate School for final review and processing. If there are problems found at that point, either the Graduate School or the Department of Education's Graduate Program Assistant will be in contact with you and your advisor.

Forms for all students

<i>Form Name</i>	<i>Fee (shows on balance statement in MyInfo)</i>	<i>Purpose of Form</i>	<i>Deadline</i>
Application for Graduate Admissions	\$60	Use this form to apply to graduate school at MSU. (You have probably already filled this out in order to apply)	Prior to being reviewed
Admissions Response Form	N/A	Return to the Graduate School office once you are accepted to MSU. Instructions will be supplied with your acceptance letter.	Following acceptance
Program of Study & Committee Form – Degree Seeking Students	\$50	This form is used to set in place the student's committee members and program of study for master's or doctoral students. *This is one of the most important forms to get submitted.	Please complete this form within the first two semesters of coursework.
Program of Study - Certificate Seeking Students	\$50	This form is used to set in place the student's program of study for certificate seeking students only.	Please complete this form within the first two semesters of coursework.
Program Change	N/A	This form is used when a student wishes to make a change to their program of study.	As necessary
Committee Revision Form	N/A	This form is used when a student wishes to make a change to their	As necessary

		committee.	
Report on Comprehensive Exam/Thesis Defense, Master's and Doctoral	N/A	This form is turned into our office when a student takes the Comp Exam or Thesis Defense. It should be submitted by the Committee Chair, not the student.	14 days prior to the last day of the semester
Application for Change in Graduate Status	N/A	This form is used when a student changes their degree program within the same department. (Continuing from M.Ed. program to Ed.D. program, for example)	As necessary
Application for Advanced Degree	\$20 audit fee \$30 one time commencement fee	This form is used to apply for graduation from MSU. It is critical to meet the deadline for this form! It will change, but is early in the semester of your intended graduation. Please check!	Feb 5 th – Spring Semester June 10 th – Summer Semester Sept. 20 th – Fall Semester

Forms for Submitting Electronic Thesis/Dissertation

<i>Form Name</i>	<i>Fee</i>	<i>Purpose of Form</i>	<i>Deadline</i>
Certificate of Approval Form	N/A	This form is used to catalog your ETD with the MSU Library. Original signatures are required.	Immediately following Thesis/Dissertation
Approval Page	N/A	This form is documentation that your ETD is approved by your department. Original signatures are required.	Immediately following Thesis/Dissertation
Survey of Earned Doctorates	N/A	All doctoral students must complete this survey. It can be obtained in the Graduate School office.	Immediately following Thesis/Dissertation

Please return all forms with the appropriate signatures to:

Maggie Nottestad
Office of Graduate Programs in Education
Department of Education
215 Reid Hall
PO Box 172880
Bozeman, MT
59717-2880