

Steps to Completing a Graduate Certificate

Step	Procedure	Timeline
Admission	Discuss admissions with department of interest and apply online through The Graduate School (www.montana.edu/gradschool).	Per department deadlines.
Graduate Program of Study and Committee	Consult with Program Lead; submit form to The Graduate School (www.montana.edu/gradschool/forms). An approved form results in a Grad Prog of Study Filing fee of \$50.	Must be submitted to The Graduate School before the end of the 1st term of registration.
Graduation Application	Consult with Program Lead; submit form to The Graduate School (www.montana.edu/gradschool/forms). Form processing results in a Graduate Student Audit fee of \$20.	Must be submitted on or before the 3rd Friday of the intended term of graduation.
Completion	End of each term.	Certificates are conferred by The Graduate School upon successful completion of all requirements by the student.

This guide is general information for certificate students. Reference your department's graduate handbook and The Graduate School policy for specific requirements and deadlines.



The Graduate School
 9 Montana Hall
 Office: (406) 994-4145
 Fax: (406) 994-4733

Website: www.montana.edu/gradschool
 Email: degreesandcertificates@montana.edu

Revised 11/2014