

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. |
| Application to Graduate | 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

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Steps to Completing a Master's Degree

| 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 Committee | Consult with department advisor or research chair to form committee. | To occur by the end of the 2nd term of registration. |
| Graduate Program of Study and Committee | Consult with Graduate Chair and Committee; 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 2nd term of registration. |
| Qualifying Examination | If required by the department, consult with Graduate Chair and Committee to schedule. | The examination generally occurs during the 1st year of attendance. |
| Comprehensive Examination | Consult with Graduate Chair and Committee. | The examination usually occurs when at least 2/3rds of the required coursework has been completed. |
| Maintain Continuous Enrollment | Must be enrolled in 3 or more credits each term, excluding summer. | After passing any portion of the comprehensive examination (Plan A) or after completion of required coursework (Plan B). |
| Application to Graduate | Consult with Graduate Chair; submit form to The Graduate School (www.montana.edu/gradschool/forms). Form processing results in a Graduate Student Audit fee of \$20 and a Graduation fee of \$30. | Must be submitted on or before the 3rd Friday of the intended term of graduation. |
| Defense of Thesis (Plan A) | Consult with Graduate Chair and Committee. | Must be passed at least 14 business days before the end of the intended term of graduation. |
| Approval of Thesis (Plan A) | Approval by the Graduate Dean and Graduate School Formatting Advisor. See submission procedures (www.montana.edu/etd). | Must be approved at least 14 business days before the end of the intended term of graduation. |
| Graduation Commencement | See Registrar's Office (www.montana.edu/commencement). | December ceremony — summer and fall candidates May ceremony — spring candidates |

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



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Steps to Completing a Doctoral Degree

| 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 Committee | Consult with department advisor or research chair to form committee. | To occur by the end of the 3rd term of registration. |
| Graduate Program of Study and Committee | Consult with Graduate Chair and Committee; 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 3rd term of registration. |
| Qualifying Examination | Consult with Graduate Chair and Committee to schedule. | The examination generally occurs during the 1st year of attendance. |
| Comprehensive Examination | Consult with Graduate Chair and Committee. | The examination usually occurs when at least 2/3rds of the required coursework has been completed. |
| Maintain Continuous Enrollment | Must be enrolled in 3 or more credits each term, excluding summer. | After passing any portion of the comprehensive examination. |
| Application to Graduate | Consult with Graduate Chair; submit form to The Graduate School (www.montana.edu/gradschool/forms). Form processing results in a Graduate Student Audit fee of \$20 and a Graduation fee of \$30. | Must be submitted on or before the 3rd Friday of the intended term of graduation. |
| Defense of Dissertation | Consult with Graduate Chair and Committee. | Must be passed at least 14 business days before the end of the intended term of graduation. |
| Approval of Dissertation | Approval by the Graduate Dean and Graduate School Formatting Advisor. See submission procedures (www.montana.edu/etd). | Must be approved at least 14 business days before the end of the intended term of graduation. |
| Graduation Commencement | See Registrar's Office (www.montana.edu/commencement). | December ceremony — summer and fall candidates May ceremony — spring candidates |

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



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