



Division of Graduate Education
(406)994-4145 www.montana.edu/gradstudies

Application for Advanced Degree

Application Deadline: Completed Applications for Advanced Degree are due to the DGE on or before **Sept. 20th** for Fall Semester, **Feb 5th** for Spring Semester, and **June 10th** for Summer Semester. A \$20.00 audit fee will be assessed to the student's account each semester an application is submitted (this fee must be paid through the Student Accounts Office). A one time \$30.00 commencement fee will be charged to your account the first time you apply to graduate.

Diploma Information: Diplomas will be issued under the name listed on the student's permanent record. Please verify your name and diploma mailing address with the Office of the Registrar. Diploma mailing dates vary with each semester; please contact the Office of the Registrar to find out when to expect your diploma in the mail.

FOR CANDIDATE

Full Legal Name _____ Student ID# _____

E-mail Address _____

Mailing Address _____
Street P.O. Box City State Zip

Check here if you are utilizing the One Credit Extension

I hereby apply for the degree of _____ in _____
(select one) Degree Title

to be awarded in:

- August 20
- Dec. 20
- May 20

Candidate's Signature Date

FOR MAJOR PROFESSOR (Approval)

The student's graduate Program of Study and related requirements are completed or in progress. I have reviewed and completed the checklist on the reverse of this form with the above stated student.

Major Professor's Signature Date

FOR DIVISION OF GRADUATE EDUCATION OFFICE (Approval)

Division of Graduate Education Date

For Office use Only:

Courses in Progress

Deficiencies

Advanced Degree Audit Checklist

Using a copy of your approved *Program of Study* and a *current* transcript (available through myinfo) please use the following checklist to review graduation requirements. Please submit any necessary Program of Study changes with this paperwork. Remember that coursework listed on the Program of Study may not be removed once the course has been taken.

MASTER'S DEGREE		DOCTORAL DEGREE	
Cumulative GPA – Total GPA of all course work taken as a graduate student.	GPA	Cumulative GPA – Total GPA of all course work taken as a graduate student.	GPA
Total GPA of only the courses in your Program of Study.	GPA	Total GPA of only the courses in the Program of Study.	GPA
All courses listed on Program have been completed or student is currently registered for remaining courses.	<input type="checkbox"/> yes <input type="checkbox"/> no	All courses listed on Program have been completed or student is currently registered for remaining courses.	<input type="checkbox"/> yes <input type="checkbox"/> no
Pass/Fail – max of 3 credits allowed (excluding thesis).	credits	Pass/Fail – max of 9 credits allowed (excluding dissertation).	credits
Non-Degree/Reserved credit – max of 9 credits allowed.	credits	Non-Degree /Reserved credit – max of 9 credits allowed.	credits
Transfer credits from an accredited institution may not exceed 1/3 of total credits on Program of Study.	credits	Transfer credits from an accredited institution may not exceed 1/3 of total credits on Program of Study.	credits
Minimum of 20 credits of course work beyond 10 required thesis credits. (Thesis plans only.)**	total credits	Minimum of 9 credits of course work in supporting area, 18 dissertation credits, and 3 additional credits in major area.**	total credits
All "I" grades received during graduate career have been resolved.	<input type="checkbox"/> yes <input type="checkbox"/> no	All "I" grades received during graduate career have been resolved.	<input type="checkbox"/> yes <input type="checkbox"/> no
Grades on Program below a "C-" have been repeated, resulting in an acceptable grade.	<input type="checkbox"/> yes <input type="checkbox"/> no	Grades on Program below a "C-" have been repeated, resulting in an acceptable grade.	<input type="checkbox"/> yes <input type="checkbox"/> no
Course work must not be more than six (6) years old at time of graduation.	year of oldest course on program	Course work must not be more than ten (10) years old at time of graduation.	year of oldest course on program
Three (3) minimum credits required during:		Three (3) minimum credits required during:	
a. term of comprehensive exam	<input type="checkbox"/> yes <input type="checkbox"/> no	a. term of comprehensive exam	<input type="checkbox"/> yes <input type="checkbox"/> no
b. term of defense of thesis (if applicable)	<input type="checkbox"/> yes <input type="checkbox"/> no	b. term of defense of dissertation	<input type="checkbox"/> yes <input type="checkbox"/> no
c. term of graduation	<input type="checkbox"/> yes <input type="checkbox"/> no	c. term of graduation	<input type="checkbox"/> yes <input type="checkbox"/> no

** Requirements for each degree may vary.