Graduation Application  
degreesandcertificates@montana.edu

Application Deadlines:  
Visit [https://www.montana.edu/gradschool/policy/dates-deadlines.html](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:
- ☐ Certificate (CERT)  ☐ Master (M)
- ☐ Doctor of Philosophy (PhD)  ☐ Master of Art (MA)
- ☐ Doctor of Nursing Practice (DNP)  ☐ Master of Education (MEd)
- ☐ Doctor of Education (EdD)  ☐ Master of Engineering (MEng)
- ☐ Education Specialist (EdS)  ☐ Master of Fine Art (MFA)
- ☐ Master of Nursing (MN)  ☐ Master of Science (MS)*

*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

The Graduate School   (406) 994-4145   www.montana.edu/gradschool   revised July 2020