

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).
Graduation Application	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.



The Graduate School
9 /108 Montana Hall
Office: (406) 994-4145
Fax: (406) 994-4733

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

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