



This application is for the first UM undergraduate degree ONLY! Second degrees or second majors must use the Application for Second Major/Degree form.

There is a \$30 graduation fee which is to be paid at the Cashiers in Griz Central. Once the application has been approved by the major department, pick up the application from the department and have it in hand when paying the fee. *The graduation fee is a one-time fee for students seeking an undergraduate degree or certificate.

Minors and Certificates must be applied for separately using the respective Application for a Minor and the Application for Certificate forms. (Please note that minors will not appear on the diploma and must be submitted to the Graduation office along with the application for Bachelor Degree.)

Deadlines: Autumn graduation - 1st Monday in March, Summer graduation - 1st Monday in February, Spring graduation-1st Monday in October (most departments review graduation applications prior to the Graduation Office deadlines above. Contact your department to determine when you should submit your graduation application to them for departmental review.)

Late applications may result in a delay of graduation!

NAME (PRINT NAME AS YOU WISH IT TO APPEAR ON DIPLOMA) STUDENT ID

APPLYING FOR BACHELOR OF MAJOR OPTION (if applicable) (Arts, Sciences, Fine Arts) (History, Sociology, Math, etc.) (Note: options do not appear on the diploma)

SEMESTER AND YEAR OF EXPECTED GRADUATION PHONE #

E-MAIL ADDRESS

CURRENT ADDRESS CITY STATE & ZIP

DIPLOMA MAILING ADDRESS CITY STATE & ZIP

(You must contact the Graduation Office directly to change your diploma mailing address, (406) 243-2421 or (406) 243-2422. Updating your address in Cyberbear does not affect where your diploma will be mailed.)

If you wish to have an invitation to commencement sent to a parent or guardian please complete the following:

PARENT OR GUARDIAN'S NAME:

ADDRESS CITY STATE & ZIP

LIST BELOW ALL COURSES FOR WHICH YOU PLAN TO REGISTER

For current and future semesters only list courses that are required for your major under the designated section.

Failure to complete or delete a "required" course from your graduation application could result in your graduation being delayed.

CURRENT SEMESTER, 20

DEPT. COURSE# TITLE CREDITS Required:

Blank lines for listing current semester required courses.

Electives:

Blank lines for listing current semester elective courses.

FUTURE SEMESTER, 20

DEPT. COURSE# TITLE CREDITS Required:

Blank lines for listing future semester required courses.

Electives:

Blank lines for listing future semester elective courses.

FUTURE SEMESTER, 20

DEPT. COURSE# TITLE CREDITS Required:

Blank lines for listing future semester required courses.

Electives:

Blank lines for listing future semester elective courses.

Current number of credits completed:

All credits yet to be completed:

Table with 3 columns: Semester, Year, Credits. Rows for current and future semesters.

Total credits for degree (must equal or exceed 120):

Courses repeated or to be repeated

DEPT. COURSE# ORIGINAL GRADE REPEAT GRADE

Blank lines for listing repeated courses.

UM GENERAL EDUCATION REQUIREMENTS (GER)

* Catalogs *PRIOR* to 2010/2011 *

- Effective Autumn 2004 all UM general education courses must be taken for traditional letter grade (A, B, C-, etc).
- Effective Autumn 2005 courses for general education must have a grade of C- or better.
- In order for a course to fulfill a General Education Requirement the course must appear in the catalog's list of approved courses for the term it was taken.

WRITING SKILLS

a. One English composition course, UM ENEX 101, UM WRIT 101, (or E101, transfer equivalent) or score "exempt" on writing placement assessment.

_____ Aut Spr Sum Transfer _____ Credit _____

b. One writing course (see Catalog for approved list) – exempt if more than 27 credits are transferred at the time of initial registration.

_____ Aut Spr Sum Transfer _____ Credit _____

c. Upper-Division Writing Proficiency Assessment Passed:

Score: _____ or To be completed
(33 or higher is passing)

d. Upper-Division Writing Expectation for the major.

_____ Aut Spr Sum Transfer _____ Credit _____

MATHEMATICS

At least one college math course above 100, or "M" transfer equivalent (C- grade or better) or pass Mathematical Literacy Assessment (by qualification) or "exempt" with AP/CLEP score.

_____ Aut Spr Sum Transfer _____ Credit _____

FOREIGN LANGUAGE/SYMBOLIC SYSTEMS

First year sequence of approved language courses or equivalent by exam OR an approved sequence in symbolic systems (see Catalog for approved list or FLSS, transfer equivalent).

_____ Aut Spr Sum Transfer _____ Credit _____

_____ Aut Spr Sum Transfer _____ Credit _____

UPPER DIVISION CREDIT REQUIREMENT

All students must complete 39 upper-division (courses numbered 300 & above) credits by a combination of GER, major, and elective courses.

Total UD Credits _____ Date _____ Remaining _____

PERSPECTIVES

At least **27** semester credits total (including transfer work evaluated by Enrollment Services). A minimum of 2 credits is required from each perspective, except for Perspective 6, Natural Sciences (N), in which 6 credits are required. A maximum of 6 credits from each perspective will count toward the GER; credit above this limit will count toward graduation but not toward General Education.

1. **Expressive Arts (A)**, 2-6 credits.

_____ Aut Spr Sum Transfer _____ Credit _____

_____ Aut Spr Sum Transfer _____ Credit _____

2. **Literary and Artistic Studies (L)**, 2-6 credits.

_____ Aut Spr Sum Transfer _____ Credit _____

_____ Aut Spr Sum Transfer _____ Credit _____

3. **Historical and Cultural Studies (H)**, 2-6 credits.

_____ Aut Spr Sum Transfer _____ Credit _____

_____ Aut Spr Sum Transfer _____ Credit _____

4. **Social Sciences (S)**, 2-6 credits.

_____ Aut Spr Sum Transfer _____ Credit _____

_____ Aut Spr Sum Transfer _____ Credit _____

5. **Ethical and Human Values (E)**, 2-6 credits.

_____ Aut Spr Sum Transfer _____ Credit _____

_____ Aut Spr Sum Transfer _____ Credit _____

6. **Natural Sciences (N)**, 6 credits, including one course with laboratory experience (NL).

_____ Aut Spr Sum Transfer _____ Credit _____

_____ Aut Spr Sum Transfer _____ Credit _____

NON-WESTERN COURSE

One "non-Western" course (NW) from one of the perspectives (will count toward that perspective). Beginning in Autumn 2009, non-Western courses can be found as "Indigenous & Global."

_____ Aut Spr Sum Transfer _____

Graduation Application Check List

Please use the below checklist to ensure that your application for graduation is completed and submitted correctly.

- Work with your major advisor and complete the *Graduation Application*. The application must be signed by the department chair or dean of the school.
- If you are applying for a minor meet with the advisor in your minor department and complete the *Minor Application* form. Submit the Minor application with the application for degree.
- Once your application has been signed by the department you must pick it up and then pay the graduation fee, \$30, at the Cashiers desk in Griz Central.
- Your application may be left with the cashier who will forward your application to the Graduation Coordinators.
- Once your application has been reviewed you will receive a packet in the mail detailing issues, if any, that must be addressed to fulfill graduation requirements. Please keep the copy of the application sent in the packet to update your graduation application as needed.
- If applying from a distance please arrange with your department to have your application signed and to have someone assist in getting the graduation application fee paid.

Commencement and Diploma Information

- The graduation office must be notified of any diploma mailing address change. Diplomas will be sent to the diploma mailing address on your application approximately three months after graduation. If a diploma is returned it will be held until a correct address is received.
- Three to four weeks after the semester ends, awarded degrees will appear in Cyberbear. If verification of degree is needed an official transcript can be ordered for a fee of \$3.
- Detailed information and instructions regarding commencement will be sent to your current mailing address as recorded in Cyberbear one month before commencement. Information will also be available on the Registrar's website: www.umt.edu/registrar or call (406) 243-2421 or (406) 243-2422 to speak with a Graduation Coordinator.

Student Responsibilities (Please initial by each indicating that you understand the item.)

- _____ I understand that I need a 2.00 cumulative GPA as well as a 2.00 major GPA for coursework completed at UM (unless my major has a different GPA requirement).
- _____ I understand the minimum grade and the requirements for the completion of general education requirements (see top of general education requirement page of this graduation application for grade details).
- _____ I understand the minimum grade and course requirements for my major. (If graduating under the 2005-2006 catalogs, or later catalogs, a minimum grade of C- is required in courses required for the major).
- _____ I understand that changes to my registration in required courses (for my major, minor, or certificate) must be reported to Graduations on a *Graduation Application Change Form* with a signature of approval from the department.
- _____ I understand that I must earn at least 120 semester credits for graduation.
- _____ I understand that 39 of these earned credits must be 'upper division' (courses numbered 300 or above).
- _____ I understand that I must successfully pass the Writing Proficiency Assessment prior to my degree being awarded.
- _____ I understand that if I am currently repeating a course, or plan to repeat a course in the future, the credits previously earned will be subtracted from my overall earned credits.
- _____ I understand that only 10 vocational-technical credits, "VT" credits, can be used towards graduation and require the approval of my major department.
- _____ I understand that of the last 45 credits required for a degree, at least 30 credits must be earned in study at The University of Montana.
- _____ I understand that remedial or developmental credits do not count towards the 120 credits required for a degree, nor my GPA.
- _____ I understand that it is my responsibility to ensure that final transcripts and grades from transfer work are received by The UM Admissions Office and are recorded on my UM transcript.

With my signature below, and initials above, I acknowledge and understand The University of Montana requirements for a degree as stated in my catalog.

(Please sign)

Date