



APPLICATION FOR FIRST BACHELOR DEGREE

***Catalogs *PRIOR* to 2009-2010* (thru 2008-9)**

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

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:

Electives:

FUTURE SEMESTER _____ , 20 _____

DEPT. COURSE# TITLE CREDITS
Required:

Electives:

FUTURE SEMESTER _____ , 20 _____

DEPT. COURSE# TITLE CREDITS
Required:

Electives:

Current number of credits completed: _____

All credits yet to be completed:

Semester _____ Year _____ Credits _____
Semester _____ Year _____ Credits _____
Semester _____ Year _____ Credits _____

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

Courses repeated or to be repeated

DEPT. COURSE# ORIGINAL GRADE REPEAT GRADE

UM GENERAL EDUCATION REQUIREMENTS (GER)

*** Catalogs *PRIOR* to 2009/2010 ***

- 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.

Important Reminders for all Degree Candidates

- Changes to required courses must be reported on a *Graduation Application Change Form* with approval from the department. Failure to inform the graduation office of changes may delay your graduation!
- A minimum of 120 semester credits is required for graduation. Of the 120 credits required to graduate, 39 must be numbered 300 or above.
- Note that only 10 vocational-technical credits, "VT" credits, can be used towards graduation (requires approval of the major department).
- Of the last 45 credits required for a degree, at least 30 credits must be earned in study at The University of Montana-Missoula. Students on an approved University exchange are exempted from this requirement.
- Remedial or developmental credits do not count towards the 120 credits required for a degree.
- It is your responsibility to ensure that final transcripts and grades are received and accurate.
- 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.