UNIVERSITY OF MONTANA

APPLICATION FOR FIRST BACHELOR DEGREE

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 **$40** graduation fee (or $55 if turned in during the Late Period) 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.)

GRADUATION DEADLINES:

Late applications may result in a delay of graduation!

Semester of Graduation	Deadline	Deadline with $15 late fee
Fall	Last Friday in April	First Monday in October*
Spring	Last Friday in October	First Monday in March*
Summer	Last Friday in February	First Monday in June*

Graduation applications submitted after this date will be deferred to the following semester.

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 _____

Please contact the Registrar's Office if you need a second parent invitation sent.

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

MAJOR REQUIREMENTS

Governing catalog for major
requirements _____
(must be a non-expired catalog under which you were enrolled)

List below <u>only</u> courses you have completed or will be completing.

REQUIREMENTS IN MAJOR
(Example: education majors list only education courses)

DEPT   COURSE# TITLE   CREDITS GRADE

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Total credits in Major: _____

Courses required by major department but
OUTSIDE THE MAJOR FIELD

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

All departmental requirements will be fulfilled by completion of the above courses and those courses listed on page one. Departmental waivers and substitutions which have been approved are as follows:

_____

_____

_____

_____

_____

_____

☐ **Major GPA requirement (if applicable).
Please specify:** _____

Additional notes on major requirements.

_____

_____

_____

_____

Signature _____
Chair of Major or Dean of School

Date: _____

Student Signature* _____

Date: _____

UM GENERAL EDUCATION REQUIREMENTS (GER)

- **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.**

GROUPS

I. WRITING SKILLS

a. **Introductory College Writing**, UM WRIT 101 or WRIT 201 (or WRIT 101, transfer equivalent). Students who earn a C- or better in WRIT 201 also earn writing course credit toward b., below. *Beginning Autumn 2009 or later, a grade of C-, 1.70, or better is required.*

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

b. **Intermediate College Writing** - see Catalog for list of **approved courses**. Exempt if more than 27 credits are transferred at the time of initial registration.

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

c. **Advanced College Writing.** Students should seek specific information about the Advanced College Writing requirement(s) in their major in the section of the catalog where information about their chosen major is given.

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

II. MATHEMATICS

One of M 104, 105, 115, 121, 122, 135 or 151, or a mathematics course for which one of these is a prerequisite, or an equivalent M transfer course (C- grade, 1.70, or better); or pass Mathematical Literacy Examination (if qualified) or "exempt" with AP/CLEP score.

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

III. a. MODERN AND CLASSICAL LANGUAGES

First year sequence of approved language courses or equivalent by exam (or FL or transfer equivalent). See catalog for list of approved languages.

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

OR

III. b. EXCEPTIONS TO THE MODERN AND CLASSICAL LANGUAGES - SYMBOLIC SYSTEM(S)

Available only to those major departments which have been granted an exception to the foreign language requirement. See Catalog.

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

GROUPS

Three credits from each group, except for XI, Natural Sciences (N), in which 6 credits are required, will count toward the GER; credit above the limit counts toward graduation but not toward General Education credits. Approved courses may meet more than one requirement.

*IV. **Expressive Arts** (A), 3 credits.*

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

*V. **Literary and Artistic Studies** (L), 3 credits.*

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

*VI. **Historical and Cultural Studies** (H), 3 credits.*

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

*VII. **Social Sciences** (S), 3 credits.*

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

*VIII. **Ethical and Human Values** (E), 3 credits.*

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

*IX. **American and European Perspectives** (Y), 3 credits.*

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

*X. **Indigenous and Global Perspectives** (X), 3 credits.*

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

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

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

Course _____ Year/Sem: _____ Transfer (Y/N)___ Credit #:___

UPPER DIVISION CREDIT REQUIREMENT

All students must complete **39** upper-division (courses numbered 300 or more) credits by a combination of general education, major and/or elective courses.

Total UD Credits _____ Date _____ Remaining _____

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, $40, 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. 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 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 15 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

REGISTRAR'S OFFICE - REVISED JUNE 2015