

# Montana State University-Northern

## Graduation Application Checklist

Applicant Name \_\_\_\_\_

- Each step in the following procedure must be completed in order:
- Applicant completes page one of the Application for Graduation form attached to this checklist, or available from the Registrar's Office.
- Applicant and Major department advisor will attach a program completion worksheet for applicant's major to the application form, indicating how applicant's requirements are being met.
- Major department Advisor and Chair/Dean will sign page four of the application form verifying that the applicant will meet major degree requirements upon completion of work in progress and work scheduled.
- Applicant and Minor department advisor will attach a program completion worksheet for applicant's minor to the application form, indicating how applicant's requirements are being met.
- Minor department Advisor and Chair/Dean will sign page four of the application form verifying that the applicant will meet minor degree requirements upon completion of work in progress and work scheduled.
- Education Majors (Elementary and Secondary): Applicant will obtain the signatures of the Chair/Dean of the College of Education and Teacher Certification Officer.
- Complete Comp Exam.
- Applicant returns the completed application to the Registrar's Office with a receipt for the required \$30.00 graduation fee.
- Registrar's Office will notify the applicant when the application has been received, and will indicate any deficiencies.
- When the applicant has completed the remaining courses required for graduation, the Registrar's Office will complete a final check to ensure that all graduation requirements were completed satisfactorily. The applicant will be notified if problems arise.
- When all requirements for graduation have been met, the Registrar's Office will order and mail a diploma to the applicant. The diploma will reflect the actual graduation date.

***Participation in Spring Commencement ceremonies does not confer a degree. Only completion of graduation requirements results in the awarding of a degree and a corresponding diploma.***

**All graduation applications are due in the Registrar's Office by one semester prior to the end of the semester in which the student intends to graduate or participate in Commencement. *If the applicant fails to meet this deadline, they may not participate in Commencement at the end of that term.***

Spring applicants will be notified of the outcome of the graduation application by April 15

**Applicants, please do not inquire prior to that date unless you have received notification and have a question about it. Thank you.**

Montana State University-Northern does not discriminate on the basis of race, color, national origin, sex, marital status, sexual orientation or preference, age, religion, creed, or political belief, mental or physical disability, or status as a Vietnam era or disabled veteran in admission, access to, or conduct of its educational programs and activities and in its employment policies and practices. Inquiries or complaints should be directed to the Office of Employee Relations, Montana State University-Northern, P.O. Box 7751, Havre, MT 59501. Telephone: 406-265-3710; FAX 406-265-3777; email: [emprel@msun.edu](mailto:emprel@msun.edu).

# Major/Minor Code Table as of Fall Semester 2003

<p><b>Majors (2003)</b></p> <p><i>Associate of Applied Science</i></p> <p>A07 AGRI TECH AAS A06 AGR MECH TECH AAS A08 AUTO TECH AAS A09 AUTO TECH AB AAS A31 COMPUTER ENGR TECH AAS A13 COMPUTER INFO SYS AAS A14 DESIGN DRFT TECH AAS A10 DIESEL TECH AAS A12 ENG TECH (CIVIL) AAS A15 ENG TECH (ELCTRNCS) AAS A86 GRAPHIC DSGN AAS A35 SCHOOL BUS ADM AAS A70 WTR QLTY: ENV HLT AAS</p> <p><i>Associate of Arts</i></p> <p>A00 ASSOCIATE OF ARTS</p> <p><i>Associate of Science</i></p> <p>A11 PROGRAM IN BUS TECH A61 NURSING</p> <p><i>Bachelor of Applies Science</i></p> <p>B02 B.A.S.</p> <p><i>Bachelor of Arts</i></p> <p>B80 COM SERV B.A. B79 COMM B.A. B86 GRPH DSGN B.A. B88 LIBERAL STUDIES B.A.</p> <p><i>Bachelor of Science</i></p> <p>B04 AGRI OPERATIONS TECH B.S. B03 AUTO TECH B.S. B65 BIOLOGY B.S. B11 BUSINESS TECH B.S. B31 COMPUTER ENGR TECH B.S. B20 COMPUTER INFO SYSTEM B05 DIESEL TECH B.S. B23 DSGN DRFT TECH B.S. B53 ELEM EDUC B.S.Ed. B21 ENGR TECH (CIVIL) B.S. B54 HLTH &amp; PHYS ED B.S.Ed. B55 HPE: HEALTH PROMOTION B.S. B37 IND TECH (NON-TCHNG) B.S. B36 IND TECH (TCHNG OPT) B.S. B61 NURSING B.S. B15 SEC ED (BUS ED) BSEd B75 SEC ED (ENGLISH) BSEd B68 SEC ED (GEN SCI) BSEd B77 SEC ED (SOC SCI) BSEd B70 WTR QLTY:ENV HLTH B.S.</p> <p><i>Master's Degrees</i></p> <p>G53 GRAD ST--ELEM ED M.E. G68 GRAD ST--GEN SCI M.E. G55 GRAD ST--LRNG DEV M.S.Ed</p>	<p><b>Minors (2003)</b></p> <p>M12 ACCOUNTING M01 AG MECH TECH M02 APPLIED AG M78 ART (K-12) ED M03 AUTO TECH M04 AUTO TECH-AUTO BODY M65 BIOLOGY M15 SEC ED 5-12 (BUSINESS) M11 BUSINESS TECHNOLOGY M79 COMMUNICATIONS M80 COMMUNITY SERVICE M31 COMPUTER INFO SYS M22 SEC ED 5-12 (COMPUTER INFO SYS) M52 COUNSELING &amp; DEV (GRAD) M05 DIESEL TECH M23 DESIGN DRAFTING TECH M21 ENGR TECH (CIVIL) M82 SEC ED 5-12 (ENGLISH) M54 HLTH &amp; PHYSICAL ED (K-12) M13 MARKETING: TECH SALES &amp; SRV M84 NATIVE AMER STUDIES M56 READING SPECIALIST (K-12) ED M14 SMALL BUS MANAGEMENT M57 SEC ED 5-12 (TRAFFIC EDUC)</p> <p><b>Majors (2002)</b></p> <p><i>Associate of Applied Science</i></p> <p>A07 AGRI TECH AAS A06 AGR MECH TECH AAS A08 AUTO TECH AAS A09 AUTO TECH AB AAS A31 COMPUTER ENGR TECH AAS A13 COMPUTER INFO SYS AAS A14 DESIGN DRFT TECH AAS A10 DIESEL TECH AAS A12 ENG TECH (CIVIL) AAS A15 ENG TECH (ELCTRNCS) AAS A86 GRAPHIC DSGN AAS A18 R.R. MAINT &amp; OPRTRS AAS A35 SCHOOL BUS ADM AAS A70 WTR QLTY: ENV HLT AAS</p> <p><i>Associate of Arts</i></p> <p>A00 ASSOCIATE OF ARTS</p> <p><i>Associate of Science</i></p> <p>A11 PROGRAM IN BUS TECH A61 NURSING</p> <p><i>Bachelor of Applies Science</i></p> <p>B02 B.A.S.</p> <p><i>Bachelor of Arts</i></p> <p>B80 COM SERV B.A. B79 COMM B.A.</p>	<p>B20 COMPUTER INFO SYSTEM B86 GRPH DSGN B.A. B88 LIBERAL STUDIES B.A.</p> <p><i>Bachelor of Science</i></p> <p>B04 AGRI OPERATIONS TECH B.S. B03 AUTO TECH B.S. B65 BIOLOGY B.S. B11 BUSINESS TECH B.S. B31 COMPUTER ENGR TECH B.S. B20 COMPUTER INFO SYSTEM B05 DIESEL TECH B.S. B23 DSGN DRFT TECH B.S. B53 ELEM EDUC B.S.Ed. B21 ENGR TECH (CIVIL) B.S. B54 HLTH &amp; PHYS ED B.S.Ed. B55 HPE: HEALTH PROMOTION B.S. B37 IND TECH (NON-TCHNG) B.S. B36 IND TECH (TCHNG OPT) B.S. B61 NURSING B.S. B15 SEC ED (BUS ED) BSEd B75 SEC ED (ENGLISH) BSEd B68 SEC ED (GEN SCI) BSEd B77 SEC ED (SOC SCI) BSEd B70 WTR QLTY:ENV HLTH B.S.</p> <p><i>Master's Degrees</i></p> <p>G53 GRAD ST--ELEM ED M.E. G68 GRAD ST--GEN SCI M.E. G55 GRAD ST--LRNG DEV M.S.Ed</p> <p><b>Minors (2002)</b></p> <p>M12 ACCOUNTING M01 AG MECH TECH M02 APPLIED AG M78 ART (K-12) ED M03 AUTO TECH M04 AUTO TECH-AUTO BODY M65 BIOLOGY M15 SEC ED 5-12 (BUSINESS) M11 BUSINESS TECHNOLOGY M79 COMMUNICATIONS M80 COMMUNITY SERVICE M31 COMPUTER INFO SYS M22 SEC ED 5-12 (COMPUTER INFO SYS) M52 COUNSELING &amp; DEV (GRAD) M05 DIESEL TECH M23 DESIGN DRAFTING TECH M21 ENGR TECH (CIVIL) M82 SEC ED 5-12 (ENGLISH) M54 HLTH &amp; PHYSICAL ED (K-12) M13 MARKETING: TECH SALES &amp; SRV M84 NATIVE AMER STUDIES M56 READING SPECIALIST (K-12) ED M14 SMALL BUS MANAGEMENT M57 SEC ED 5-12 (TRAFFIC EDUC)</p>	<p><b>Majors (1999)</b></p> <p><i>Associate of Applied Science</i></p> <p>A07 AGRI TECH AAS A06 AGR MECH TECH AAS A08 AUTO TECH AAS A09 AUTO TECH AB AAS A20 COMMUNITY SERVICE AAS A13 COMPUTER INFO SYS AAS A14 DESIGN DRFT TECH AAS A10 DIESEL TECH AAS A12 ENG TECH (CIVIL) AAS A15 ENGR TECH (ELCTRNCS) AAS A16 ENG TECH (MFGT) AAS A86 GRAPHIC DSGN AAS A17 METALS TECH AAS A18 R.R. MAINT &amp; OPRTRS AAS A70 WTR QLTY: ENV HLT AAS</p> <p><i>Associate of Science</i></p> <p>A11 PROGRAM IN BUS TECH A.S. A61 NURSING A.S.</p> <p><i>Bachelor of Arts</i></p> <p>B22 COMPUTER INFO SYS B.A. B80 COM SERV B.A. B79 COMM B.A. B83 ENGL B.A. B86 GRPH DSGN B.A. B88 LIBERAL STUDIES B.A.</p> <p><i>Bachelor of Science</i></p> <p>B04 AGRI OPERATIONS TECH B.S. B03 AUTO TECH B.S. B65 BIOLOGY B.S. B11 BUSINESS TECH B.S. B05 DIESEL TECH B.S. B23 DSGN DRFT TECH B.S. B21 ENGR TECH (CIVIL) B.S. B24 ENGR TECH (EET) B.S. B27 ENGR TECH (MFGT TECH) B.S. B67 GENERAL SCIENCE B.S. B55 HPE: HLTH PROMOTION B54 HLTH &amp; PHYS ED B.S.Ed. B61 NURSING B.S. B51 SEC ED (APPLD TECH) BSEd B15 SEC ED (BUS ED) BSEd B75 SEC ED (ENGLISH) BSEd B68 SEC ED (GEN SCI) BSEd B76 SEC ED (HISTORY) BSEd B77 SEC ED (SOC SCI) BSEd B70 WTR QLTY:ENV HLTH B.S.</p> <p><i>Master's Degrees</i></p> <p>G52 COUNSELOR EDUCATION M.E. G53 GRAD ST--ELEM ED M.E.</p>	<p>G68 GRAD ST--GEN SCI M.E. G55 GRAD ST--LRNG DEV M.S.Ed G58 GRAD ST--VOC ED M.E.</p> <p><b>Minors (1999)</b></p> <p>M12 ACCOUNTING M01 AG MECH TECH M02 APPLIED AG M78 ART (K-12) ED M03 AUTO TECH M04 AUTO TECH-AUTO BODY M65 BIOLOGY M71 SEC ED 5-12 (BIOLOGY) M15 SEC ED 5-12 (BUSINESS) M11 BUSINESS TECHNOLOGY M66 CHEMISTRY M72 SEC ED 5-12 (CHEMISTRY ) M79 COMMUNICATIONS M80 COMMUNITY SERVICE M31 COMPUTER INFO SYS M22 SEC ED 5-12 (COMPUTER INFO SYS) M52 COUNSELING &amp; DEV (GRAD) M05 DIESEL TECH M23 DESIGN DRAFTING TECH M81 DRAMA M21 ENGR TECH (CIVIL) M24 ENGR TECH (EET) M27 ENGR TECH (MFGT TECH) M87 SEC ED 5-12 (DRAMA) M88 ENGLISH M82 SEC ED 5-12 (ENGLISH) M86 GRAPHIC DESIGN M54 HLTH &amp; PHYSICAL ED (K-12) M83 SEC ED 5-12 (HISTORY) M13 MARKETING: TECH SALES &amp; SRV M84 NATIVE AMER STUDIES M56 READING SPECIALIST (K-12) ED M69 SEC ED 5-12 (MATHEMATICS) M14 SMALL BUS MANAGEMENT M57 SEC ED 5-12 (TRAFFIC EDUC) M70 WATER QLTY TECH: ENVR HLTH</p>
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**MAJOR DEPARTMENT VERIFICATIONS**

The major departments herewith verify that, upon satisfactory completion of the above-listed work in progress and to be taken, the applicant will meet the major graduation requirements for the degree being sought. A copy of the major requirements for the degree being sought is attached. Major advisors should complete the following:

<u>Grade Point Average Requirement</u>		<u>Registrar final check</u>	
Baccalaureate degree majors: A cumulative grade point average of 2.25 or higher is required in courses required for the major for graduation with any degree. If it is possible for the applicant to receive a grade point average of below 2.25, he/she must receive the grade point average indicated at the right in the remaining major work to prevent this from happening	_____		
<u>Residency Requirements</u>	<u>Required</u>	<u>Expected</u>	<u>Registrar final check</u>
Minimum MSU-Northern semester credits required: Associates degrees: Baccalaureate degrees:	15 30		

The undersigned certify that this is a complete and accurate representation of the student's work.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Major Advisor

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Major Chair/Dean

**MINOR DEPARTMENT VERIFICATIONS**

The minor departments herewith verify that, upon satisfactory completion of the above-listed work in progress and to be taken, the applicant will meet the minor graduation requirements for the degree being sought. A copy of the major requirements for the degree being sought is attached. Minor advisors should complete the following:

<u>Grade Point Average Requirement</u>		<u>Registrar final check</u>	
Baccalaureate degrees minors: A cumulative grade point average of 2.25 or higher is required in courses required for the minor for graduation with any degree. If it is possible for the applicant to receive a grade point average of below 2.25, he/she must receive the grade point average indicated at the right in the remaining minor work to prevent this from happening	_____		
<u>Residency Requirements</u>	<u>Required</u>	<u>Expected</u>	<u>Registrar final check</u>
Minimum MSU-Northern semester credits in minor: 10	10		

The undersigned certify that this is a complete and accurate representation of the student's work

Signature \_\_\_\_\_ Date \_\_\_\_\_  
First and Second Minor Advisor

Signature \_\_\_\_\_ Date \_\_\_\_\_  
First and Second Minor Chair/Dean

**ALL TEACHER EDUCATION MAJORS AND MINORS**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Teacher Certification Officer

**ALL GRADUATE STUDENTS**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chair/Dean of Education and Graduate Studies

**Registrar's Office Use Only:**

Date application received from student \_\_\_\_\_ Fee paid verification by \_\_\_\_\_  
Date acknowledgment sent to student \_\_\_\_\_

## REGISTRAR'S GENERAL GRADUATION REQUIREMENTS VERIFICATIONS:

<u>Overall Grade Point Average Requirement</u>		<u>Registrar final check</u>
A cumulative grade point average of 2.00 or higher is required for graduation with any degree. If it is possible for the applicant to receive a grade point average of below 2.00, he/she must receive the grade point average indicated at the right in the remaining work to prevent this from happening.	_____	
<b><u>Master's Requirement only:</u></b> Minimum graduate grade point average is 3.00	_____	
Major- or minor-specific grade point average requirements, if any, are set out on page four.		

<u>Minimum Credit Requirement</u>	<u>Required</u>	<u>Expected</u>	<u>Registrar final check</u>
A minimum of 60 semester credits is required for graduation with Associate degrees.	60		
A minimum of 128 credits is required for graduation with a baccalaureate teaching degree.	128		
A minimum of 124 credits is required for graduation with a baccalaureate Engineering Technology: Civil	124		
A minimum of 120 credits is required for all other baccalaureate degrees	120		

<u>300/400-level Course Requirement</u>	<u>Required</u>	<u>Expected</u>	<u>Registrar final check</u>
<b><u>Baccalaureate requirement only:</u></b> Of the total credits required for graduation, at least the following number must be from 300/400-level courses.	39 semester credits		

<u>Overall Residency Requirements</u>	<u>Required</u>	<u>Expected</u>	<u>Registrar final check</u>
Final number of semester credits that must be taken at MSU-Northern: Associates degree: 15 Baccalaureate degree: 30	15 30		
Major- or minor-specific residency requirements, if any, are set out on page four.			
<b><u>Master's requirement only:</u></b> Maximum number of transfer credits accepted.	9		

<u>Independent Study Limitations</u>	<u>Limit</u>	<u>Expected</u>	<u>Registrar final check</u>
Associates degrees: 6 semester credits	6		
Baccalaureate degrees: 9 semester credits	9		
<b><u>Special Topics Limitations</u></b> <b><u>Master's requirement only:</u></b> 6 semester credits	6		

<u>Cooperative Education Credit Limitations</u>	<u>Limit</u>	<u>Expected</u>	<u>Registrar final check</u>
Associates degrees: 8 semester credits	8		
Baccalaureate degrees: 16 semester credits	16		

<u>Pass/Fail Mark Limitations (these limitations do not include work which is available only on a Pass/Fail basis)</u>	<u>Limit</u>	<u>Expected</u>	<u>Registrar final check</u>
Associates degrees: 9 semester credits	9		
Baccalaureate degrees: 18 semester credits	18		

The Registrar herewith verifies that, upon satisfactory completion of the above-listed work in progress and to be taken, the applicant will meet the general education and general graduation requirements for the degree for which s/he is applying.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notes:

**GRADUATION HONORS.** Montana State University-Northern recognizes associate and baccalaureate students with excellent grades by awarding traditional Latin academic honors at graduation. Honored graduates wear honors cords and their names are noted in the graduation program. Honors are awarded as follows:

<u>Latin Honors</u>	<u>English Equivalent</u>	<u>Cord Color</u>	<u>Minimum G.P.A.</u>
Cum Laude	with honor	Maroon	3.50
Magna Cum Laude	with high honor	Silver	3.75
Summa Cum Laude	with highest honor	Gold	4.00

Graduation honors levels printed in this program are based on all higher education work completed at the time the program was printed. This includes work completed at other institutions, even if that work was not used to meet Northern's graduation requirements. Honors printed in Commencement related publications and/or announced at Commencement will be based on work completed at that point. If work completed subsequently changes any honors levels, the final and correct honor, will be entered into University records.

**I herewith acknowledge this information about graduation honors.**

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**Applicant Signature**

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**Date**