

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 exit requirements (Master's degree candidates).
- Applicant returns the completed application to the Registrar's Office with a receipt for the required \$30.00 graduation fee (non-refundable).
- 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 mean that you have been granted 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.

Major/Minor Code Table as of Fall Semester 2008

Majors (2008)

Certificate of Applied Science

C03 AUTOMOTIVE TECH CAS
C10 CARPENTRY TECH CAS
C17 WELDING TECH CAS

Associate of Applied Science

A07 AGRI TECH AAS
A06 AGR MECH TECH AAS
A08 AUTO TECH AAS
A09 AUTO TECH AB AAS
A33 CARPENTRY TECH AAS
A13 COMPUTER INFO SYS AAS
A14 DESIGN DRFT TECH AAS
A10 DIESEL TECH AAS
A50 ELECTRICAL TECH AAS
A12 ENG TECH (CIVIL) AAS
A15 ENG TECH (ELCTRNC) AAS
A86 GRAPHIC DSGN AAS
A40 PLUMBING TECH AAS

Associate of Arts

A00 ASSOCIATE OF ARTS

Associate of Science

A11 PROGRAM IN BUS TECH
A61 NURSING

Bachelor of Applied Science

B02 B.A.S.

Bachelor of Arts

B80 COM SERV B.A.
B86 GRPH DSGN B.A.
B88 LIBERAL STUDIES B.A.

Bachelor of Science

B04 AGRI OPERATIONS TECH B.S.
B03 AUTO TECH B.S.
B65 BIOLOGY B.S.
B11 BUSINESS ADMINISTRATION B.S.
B20 COMPUTER INFO SYSTEM
B05 DIESEL TECH B.S.
B06 DIESEL TECH:FLD MAINT B..S.
B23 DSGN DRFT TECH B.S.
B53 ELEM EDUC B.S.Ed.
B21 ENGR TECH (CIVIL) B.S.
B54 HLTH & 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.
B90 MATH (NON-TEACHING) B.S.
B61 NURSING B.S.
B75 SEC ED (ENGLISH) BSEd
B68 SEC ED (GEN SCI) BSEd
B78 SEC ED (MATH) BSEd
B77 SEC ED (SOC SCI) BSEd

Master's Degrees

G50 COUNSELOR EDUCATION M.E.
G55 GRAD ST--LRNG DEV M.S.Ed

Minors (2008)

M12 ACCOUNTING
M01 AG MECH TECH
M02 APPLIED AG
M78 ART (K-12) ED
M03 AUTO TECH
M65 BIOLOGY
M15 SEC ED 5-12 (BUSINESS)
M11 BUSINESS TECHNOLOGY
M80 COMMUNITY SERVICE
M31 COMPUTER INFO SYS
M05 DIESEL TECH
M23 DESIGN DRAFTING TECH
M21 ENGR TECH (CIVIL)
M82 SEC ED 5-12 (ENGLISH)
M07 HEALTH PROMOTION
M54 HLTH & PHYSICAL ED (K-12)
M13 MARKETING: TECH SALES & SRV
M84 NATIVE AMER STUDIES
M56 READING SPECIALIST (K-12) ED
M14 SMALL BUS MANAGEMENT
M57 SEC ED 5-12 (TRAFFIC EDUC)

Majors (2007)

Certificate of Applied Science

C03 AUTOMOTIVE TECH CAS
C10 CARPENTRY TECH CAS
C17 WELDING TECH CAS

Associate of Applied Science

A07 AGRI TECH AAS
A06 AGR MECH TECH AAS
A08 AUTO TECH AAS
A09 AUTO TECH AB AAS
A33 CARPENTRY TECH AAS
A13 COMPUTER INFO SYS AAS
A14 DESIGN DRFT TECH AAS
A10 DIESEL TECH AAS
A50 ELECTRICAL TECH AAS

Associate of Arts

A00 ASSOCIATE OF ARTS

Associate of Science

A11 PROGRAM IN BUS TECH
A61 NURSING

Bachelor of Applied Science

B02 B.A.S.

Bachelor of Arts

B80 COM SERV B.A.
B86 GRPH DSGN B.A.
B88 LIBERAL STUDIES B.A.

Bachelor of Science

B04 AGRI OPERATIONS TECH B.S.
B03 AUTO TECH B.S.
B65 BIOLOGY B.S.
B11 BUSINESS ADMINISTRATION B.S.
B31 COMPUTER ENGR TECH B.S.

B20 COMPUTER INFO SYSTEM
B05 DIESEL TECH B.S.
B06 DIESEL TECH:FLD MAINT B..S.
B23 DSGN DRFT TECH B.S.
B53 ELEM EDUC B.S.Ed.
B21 ENGR TECH (CIVIL) B.S.
B54 HLTH & 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.
B90 MATH (NON-TEACHING) B.S.
B61 NURSING B.S.
B75 SEC ED (ENGLISH) BSEd
B68 SEC ED (GEN SCI) BSEd
B78 SEC ED (MATH) BSEd
B77 SEC ED (SOC SCI) BSEd

Master's Degrees

G68 GRAD ST--GEN SCI M.E.
G55 GRAD ST--LRNG DEV M.S.Ed

Minors (2007)

M12 ACCOUNTING
M01 AG MECH TECH
M02 APPLIED AG
M78 ART (K-12) ED
M03 AUTO TECH
M65 BIOLOGY
M15 SEC ED 5-12 (BUSINESS)
M11 BUSINESS TECHNOLOGY
M80 COMMUNITY SERVICE
M31 COMPUTER INFO SYS
M22 SEC ED 5-12 (COMPUTER INFO SYS)
M05 DIESEL TECH
M23 DESIGN DRAFTING TECH
M21 ENGR TECH (CIVIL)
M82 SEC ED 5-12 (ENGLISH)
M07 HEALTH PROMOTION
M54 HLTH & PHYSICAL ED (K-12)
M13 MARKETING: TECH SALES & SRV
M84 NATIVE AMER STUDIES
M56 READING SPECIALIST (K-12) ED
M14 SMALL BUS MANAGEMENT
M57 SEC ED 5-12 (TRAFFIC EDUC)

Montana State University-Northern

Application for Graduation

This application must be accompanied by a receipt for the non-refundable Graduation Application Fee of \$30, or it will be returned to the applicant. It must be received no later than one semester prior to the end of the semester in which the student intends to graduate or participate in Commencement, or receive the degree. ***IT IS THE APPLICANT'S RESPONSIBILITY TO MEET THE DEADLINE.*** The applicant's graduation date will be the last day of the term in which graduation requirements are completed. **The applicant must file separate applications for separate degrees.**

Print your name below, exactly as you want it on your diploma: _____ Student ID#: _____

Print below the address to which diploma is to be sent: _____

Print below your current mailing address: _____

The curriculum governing my graduation is found in the *Catalog* published for the following year(s): _____
 Your major program sheet must be from that catalog. If you have a minor, your minor program sheet must be from the same catalog.

I expect to complete requirements for this degree during the _____ semester of 20 _____

I will/will not (circle one) participate in the Commencement program at the end of the Spring semester of 20 _____

I certify that I meet MSU-Northern requirements for participation in the Commencement I have listed, as follows (check one):

I will have completed graduation requirements prior to the Commencement listed, or

I will complete graduation requirements during the Summer Session immediately following the Commencement listed.

or

I will upon completing the Spring semester prior to the Commencement listed have six or less credits remaining to meet graduation requirements,

A complete listing of current degree majors and minors accompanies this form, or is available from the Registrar's Office. Enter the major and minor codes for the degree for which you are applying below, along with the description, which appears on the major/minor listing. Major and Minor program sheets must be from the same catalog year.

Major code _____ Major description _____

Minor code _____ Minor description _____

COURSES IN PROGRESS OR REMAINING: Enter all courses in which you are currently enrolled or which you will take to meet graduation requirements for this degree, in the order in which you will complete them.

| Course Prefix & Number | Course Name | Term Taken | # Semester Credits | Registrar Final Check |
|--|-------------|------------|--------------------|-----------------------|
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| TOTAL CREDITS IN PROGRESS OR TO BE TAKEN | | | | |
| plus, TOTAL SEMESTER CREDITS EARNED TO DATE | | | | |
| equal, TOTAL CREDITS AT GRADUATION | | | | |

The University can not acknowledge your graduation, print your name in the Commencement Program, or announce your name at commencement unless you remove any information privacy restrictions you may have requested as a student. Your signature below will certify that you herewith authorize the University to remove any such restrictions, and acknowledges that the University will henceforth have the right to release the same information about you that it releases about other students. If you have previously requested that all information about you be kept private, and you do not wish to remove this restriction, do sign this form. See the Registrar for special consideration.

Student Signature _____ Date signed _____

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. <i>Master's Requirement only:</i> 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> |
|--|---------------------|-----------------|------------------------------|
| <i>Baccalaureate requirement only:</i> 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. | | | |
| <i>Master's requirement only:</i> 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 | | |
| <u>Special Topics Limitations</u> <i>Master's requirement only:</i> 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 _____

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| Notes: |
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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.

Applicant Signature

Date