

Online Graduation Application FAQ for Graduate Students:

- When are online graduation applications due for graduate students?
 - Fall: September 20th
 - Spring: February 5th
 - Summer: June 10th

- How long will it take for the graduation application to be activated in MyInfo once the Committee Chair/Program Leader note is in?
 - Once the note is in DegreeWorks, MyInfo should activate the Online Graduation immediately. However, it may take overnight to update in some instances.

- When is the online application available?
 - The online application opens at the start of the prior term (e.g., the spring graduation application opens at the start of fall term). You must have a specific note in DegreeWorks from your Committee Chair/Program Leader to access the graduation application.

- Is there an application fee?
 - A one-time \$40 graduation fee is charged to the student's account the first time they apply to graduate. The \$40 graduation fee is for degree-seeking students only (certificates are not charged the \$40 fee). A graduation fee is assessed for each degree (e.g. a master's and then a doctoral degree). The Graduate School can charge a \$20 audit fee each time a graduation application is submitted, but currently this fee is waived for all students.

- Can I submit a late application?
 - Yes, the online application stays open one week past the deadline. After that time, the online application closes, and you must submit a paper (or pdf) application to The Graduate School with a written explanation stating why the application is being submitted late. The paper (pdf) application can be found here: https://www.montana.edu/gradschool/forms.html#forms_graduation.

- How can I move my term of graduation or withdraw my application?
 - You can withdraw your graduation application through the Graduate School's online graduation application withdrawal form. You will then need to submit a new paper (pdf) graduation application for the new semester you intend to graduate. Both the withdrawal form and paper (pdf) graduation application can be found here: https://www.montana.edu/gradschool/forms.html#forms_graduation.
 - Note: the online graduation application in MyInfo can only be submitted once per degree. If you withdraw and reapply to graduate, you will have to use the paper (pdf) form to reapply.

- Will I get a confirmation that my application was received?
 - Once an application is submitted the student will receive a confirmation in MyInfo:

Graduation Application Submitted

Thank you for submitting your graduation application! Please continue to review Degree Works for notes from your advisor, the Registrar's Office and/or the Graduate School regarding your pending graduation.

If you are seeking multiple degrees, you will need to repeat this process for each degree and/or certificate.

For grad fair, commencement, and diploma information, please visit www.montana.edu/commencement/index.html.

For up-to-date communication related to commencement activities, please watch your student email.

If you need assistance, please contact the Registrar's Office at 406-994-6650 or registrar@montana.edu if you are an undergraduate student. If you are a graduate student, please contact the Graduate School at 406-994-4145 or degreesandcertificates@mo

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- What do I do after I submit my application?
 - Once you submit your graduation application, you can attend Grad Fair to find out more information about commencement. Commencement information is also available on the registrar's commencement website: <https://www.montana.edu/commencement/>.
- Do I need to turn in more than one application if I have more than one degree?
 - Yes, you must submit a separate graduation application for each degree or certificate. For example, if you are seeking a certificate and a master's degree, you must have the Committee Chair/Program Leader for each program enter the appropriate notes in Degreeworks.
- How do I apply to graduate with a master's "en route" degree?
 - With a master's "en route" degree, you must submit a paper (pdf) graduation application for your master's degree (available here: https://www.montana.edu/gradschool/forms.html#forms_graduation). You can only use the online graduation application in MyInfo to apply to graduate with your PhD.
- How do I apply to graduate with a one-credit extension?
 - If you already applied to graduate as a full-term graduate and are switching to one-credit extension, you will need to withdraw your original graduation application through the online withdrawal form. You will then need to submit a new paper (pdf) form and check the "one-credit extension" box. The withdrawal form and paper (pdf) graduation application are available here: https://www.montana.edu/gradschool/forms.html#forms_graduation.
- Who is my Committee Chair/Program Leader?
 - If you are unsure who your Committee Chair/Program Leader is, please check with your department.
- Where do I find the online graduation application?
 - The Graduation application is available in MyInfo under the "Student Services" tab. You must have a specific note in DegreeWorks from your Committee Chair/Program Leader before you will be able to start the application.
- How long are the notes in my DegreeWorks good for?
 - The notes in your Degreeworks are good for 60 days.