

Montana State University Billings
Office of Admissions and Records/Registrar

All applications for graduation must be on file with the Registrar no later than the end of the 10th week of the semester **PRIOR** to the semester of completion. Applications are valid only for the year (Summer through Spring) in which they are submitted.

Please read the following before completing your graduation forms.

APPLICATION FOR GRADUATION INSTRUCTIONS

1. Type or hand write information required on appropriate graduation forms. Forms are available online at <http://www.msubillings.edu/reg/graduation.htm> Application for Baccalaureate, Master's, Certificate, Associate or Associate of Applied Science Degrees are available.
 - a. If you are majoring in more than one subject, please also submit "Application for Second Major"
 - b. If you are earning a minor, or a minor is required for your degree program, please also submit "Application for a Minor"
 - c. If you intend to earn two separate degrees, please submit one Application for Graduation for **each** degree you intend to earn upon graduation.
2. Print a web copy of your transcript or request an unofficial copy from the Office of Admissions & Records/Registrar
3. Set up a meeting (well in advance) with your faculty advisor(s) to meet and finalize your Application for Graduation, Second Major or Minor (as applicable). Please request a copy of your degree planning worksheet to go with your application.
4. Go to the Business Office and pay the graduation fee – non-refundable \$50.00 (per degree)
5. Bring Application for Degree, Second Major (if applicable), Minor (if applicable), unofficial transcript, copy of degree planning worksheet and receipt from Business Office to the Office of Admissions and Records/Registrar no later than the end of the 10th week of the semester **PRIOR** to the semester of completion.

CANDIDACY FOR A DEGREE

1. A student who intends to graduate with a Master, Bachelor, Associate or Associate of Applied Science degree must comply with the following procedures:
 - a. The student must file a formal Application for Graduation with the Office of Admissions and Records/Registrar no later than the end of the tenth week of the semester in **PRIOR** to the semester the student intends to graduate. Applications for Graduation turned in after the tenth week of the semester may not be included in the Commencement program. The student who has filed an Application for Graduation will be permitted to participate in the Spring Semester commencement ceremony only if the student has met – or will meet by the end of the current semester – all graded requirements or be enrolled in Pass/No Pass coursework in the following Fall Semester, meet all of the curricular requirements, and fulfill all of the academic requirements for graduation.
 - b. A Summer Session graduate will be permitted to participate in the Spring Semester commencement ceremony only if the student will meet all the required course work and all of the curricular and academic requirements for graduation by the end of the Summer Session. An Application for Graduation must be filed with the Office of Admissions and Records/Registrar no later than the tenth week of the Fall Semester if participating in the Spring Commencement Ceremony.
2. The Office of Admissions and Records/Registrar will circulate the Application for Graduation for final signatures and approval prior to the last day to add for the semester in which the student intends to graduate.
3. Before a degree will be awarded and notification of the student's graduation is posted to the student's official academic record, the Application for Graduation must be completed, must have all the required signatures, and must be returned to the Office of Admissions and Records/Registrar.
4. Commencement is held once each year at the end of the Spring Semester. **Diplomas will be mailed within eight to ten weeks after the end of each semester.** You will receive only a diploma cover during the commencement exercise. The date of graduation and the degree a student is to receive are to be posted on the student's official academic record at the end of the semester in which the student meets all of the requirements listed above in items 1, 2, and 3.
5. Any student who fails to graduate at the end of the term indicated on the Application for Graduation and who fails to update the Application for Graduation will have his/her application processed in the semester in which the updated notification to graduate is received by the graduation clerk in the Office of Admissions and Records/Registrar, up to one calendar year after initial application. The student's date of graduation will then be recorded at the end of that term.
6. **Any student who has an 'I' (Incomplete) or 'T' (Work in Progress) grade in a course that is required to meet the degree requirements will graduate at the end of the term in which the 'I' or 'T' course work has been completed regardless of the term the student indicated on the Application for Graduation. It is the student's responsibility to notify the graduation clerk to resubmit his/her graduation application for the semester the coursework will be completed.**

Note: A non-refundable \$50.00 (per degree) Graduation Fee must be paid at the Business Office before the Office of Admissions and Records/Registrar can process the application.