

# The University of Montana Western

## APPLICATION for GRADUATION or PROGRAM COMPLETION

**CONDITIONS FOR GRADUATION of PROGRAM COMPLETION:** (1.) applicants must satisfy ALL requirements (as outlined in her/his "effective catalog") for the degree or program selected below on/by the end of the term checked in Part 5; (2.) effective catalogs may NOT be more than six years old at the time of graduation or program completion and a grad/app form must be filed within one year of completion of final degree requirements; (3.) applicants are responsible for notifying the Registrar (on a timely basis) of any changes to the graduation plans outlined below; (4.) the \$25 grad app fee or the \$10 program completion fee and all outstanding debts to Western must be paid and all account "holds" must be settled before this application will be accepted/processed. **APPLICATION FILING DEADLINES: SP=1/1, FA=9/1, SU=5/1.** Read info on the back of this form. Assuming no changes are made by the applicant, a completed grad/app is valid for up to one year.

**INSTRUCTIONS:** Follow all instructions (read info on the back) carefully. Provide ALL information requested. Answer ALL questions. Complete ALL applicable parts of this form. Note submission deadlines, list graduation date/term accordingly. Print legibly. Be sure to check the correct degree and list the correct major/option and minor/related area where requested (use the catalog). Be sure to specify which catalog edition you are following, list the appropriate "effective catalog" of your major/option, minor/related area, and general education core. Specify the correct completion term and year, **review graduation date information on the back of this form.** **SIGN & DATE this form.** Complete one (1) application per degree or program! Graduation application submission dates are discussed on the back of this form; deadlines will be followed. Attach a completed and properly approved Honors Endorsement form if applicable.

**PART 1**

PRINT Your Name (as you want it to appear on your diploma) \_\_\_\_\_ Your Hometown (for commencement program & news releases) \_\_\_\_\_ State \_\_\_\_\_ E-mail Address \_\_\_\_\_

PRINT Your Address (where you want graduation/commencement info sent) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

X Applicant Signature (your name will be listed in the commencement bulletins & press releases) \_\_\_\_\_ Applicant Student ID or Soc. Sec. Number \_\_\_\_\_ Today's Date \_\_\_\_\_

**PART 2 -- CHECK (X) the degree (complete one application for each degree) and LIST the major or option for which you are applying; consult the catalog being followed (see Part 6) for a list of available/applicable majors, minors, options, related areas, etc:**

- ASSOCIATE OF ARTS
- ASSOCIATE of SCIENCE
- ASSOCIATE of APPLIED SCIENCE – List AAS program & option (if applicable): \_\_\_\_\_
- BACHELOR of ARTS – List BA Option or Major: \_\_\_\_\_  
(list Related Area, Minor, or option in Part 3)
- BACHELOR of APPLIED SCIENCE\* – List subject area of AAS degree: \_\_\_\_\_  
\*BAS program contract must be on file in the Registrar's Office no later than the end of the first term of enrollment in the BAS program.
- BACHELOR of SCIENCE – List major of option area: \_\_\_\_\_  
(list Minor/s, if any, in Part 3)
- CERTIFICATE of COMPLETION – List Certificate program title: \_\_\_\_\_

**PART 3 – CHECK & LIST** \_\_\_ minor(s), \_\_\_ related area(s), or \_\_\_ option: \_\_\_\_\_

**PART 4 - FOR -- PROGRAM COMPLETION -- ONLY** LIST program completed: \_\_\_\_\_

**PART 5 -- CHECK (X) the semester/term and LIST the year you will complete ALL requirements for the above degree or program\*\*:**

End of Fall Semester     End of Spring Semester     End of Summer Session    YEAR: \_\_\_\_\_

\*\*You must complete (and document completion of) ALL degree/program requirements on/by the last date of this term. APP FILING DEADLINES: FA=9/1, SP=1/1, SS=5/1

**PART 6 -- LIST below, the specific catalog edition\*\*\* you followed to meet graduation/program requirements (examples: "2009-10" or "2011-12"):**

Catalog edition used for MAJOR or OPTION requirements: \_\_\_\_\_

Catalog edition used for MINOR, RELATED AREA or OPTION requirements: \_\_\_\_\_

Catalog edition used for GENERAL EDUCATION CORE requirements: \_\_\_\_\_

\*\*\*If you listed a catalog edition that is more than six (6) years old you must attach a UMWestern Admissions & Academic Standards Committee approved Policy Waiver Form.

**PART 7 - OPTIONAL** -- INITIAL here - \_\_\_\_\_ - if you completed requirements for the Montana Western Honors Endorsement and ATTACH an approved Honors Endorsement Form.

=====REQUIRED SIGNATURES=====

ADVISOR SIGNATURE - \_\_\_\_\_ DATE SIGNED - \_\_\_\_\_

SIGNATURE - FINANCIAL AID OFFICE - \_\_\_\_\_ (exit interview req'd) DATE SIGNED - \_\_\_\_\_

SIGNATURE - BUSINESS OFFICE - \_\_\_\_\_ (attach fee receipt, thx.) DATE SIGNED - \_\_\_\_\_

## PAGE 2 – MONTANA WESTERN APPLICATION for GRADUATION or PROGRAM COMPLETION

Use this form to apply for graduation or to request recognition (transcript posting) of completion of a specific program^ (second major/option, another minor or related area, etc). NOTE: The graduation/program completion application procedure is considered COMPLETE when a grad/program application form has been properly filled out, appropriate fees paid, accounts cleared, signatures secured, and the form has been filed at the Registrar's Office within the applicable deadline. Those applying for graduation should review the information below.

**GRADUATION DATE** – a candidate's "graduation date" is the last day of the term (Fall, Spring, or Summer) indicated by the candidate on her/his graduation application (see Part 5, page 1) **PROVIDED** the candidate actually completes ALL degree requirements on by that date....NO TIME EXTENSIONS ARE ALLOWED!! Graduation applications of individuals who fail to complete degree/program requirements on/by the end of the term specified on the grad app are placed in **inactive status**. Applicants may re-activate their grad-applications (for a later term grad date) by notifying the Registrar's Office **in writing** of their latest graduation plans (changes to: graduation date/term, degree, program, majors or related areas, for example) and pay the \$10 grad audit fee again. Properly completed and submitted applications are valid for one year; however there are no guarantees that all conditions for eligibility remain the same (effective catalog editions, course requirements, etc). Filing submission deadlines apply!

**COMMENCEMENT DATE** – the date of "ceremonial graduation"; participation in commencement exercises is not an indication of degree completion. Western holds one (1) ceremonial commencement exercise each year – the Saturday immediately following the end of Spring Semester classes. Students who actually "graduate" (see Graduation Date section above) at the end of the previous Summer or Fall terms and those who apply to graduate (intend to complete all degree requirements) at the end of the current Spring term are eligible to participate in commencement (see Early Graduation information below – Commencement Exercises section).

### GRADUATION APPLICATION PROCEDURE

Students must apply for graduation. Students starting their final year of classes (for an Associate or Bachelors degree) should secure a Graduation Application form - available at the Registrar's Office or on-line **myUMW**: <http://my.umwestern.edu/> (QuickLinks, Printable Forms), and:

- complete the grad app (answer all questions and provide all information requested - incomplete or improperly completed forms will not be processed), remove any "holds" on their accounts (DAWGS account)
- stop at the UMW Financial Aid Office to complete the Exit Interview and to secure a signature
- secure Advisor's signature (or stop at the Advising Office)
- stop at the Business Services Office to pay grad app fees (\$25/app), settle debts, and secure a signature (app fee receipt must be attached to the form when it is submitted to the Registrar's Office)
- return completed/signed grad app\* to the Registrar's Office on/before the applicable filing deadline (see below); applicants for BS degrees in Education must present a completed Student Teaching application form when submitting completed grad apps.

Students who complete the UMW Honors Program should complete/attach an Honors Endorsement Form to their grad app.

### GRADUATION APPLICATION FILING DEADLINES

The graduation application procedure is considered COMPLETE when a grad application form has been properly filled out, appropriate fees paid, accounts cleared, signatures secured, and the form has been filed at the Registrar's Office within the applicable deadline for such action. Registrar's Office personnel will do their best to provide grad applicants with results of a preliminary graduation audit prior to the applicant's final term of enrollment provided grad apps are received on a timely basis. Individuals who want "early audits" must meet the "Early Audit" graduation application filing deadlines listed below. "Early-audit" and "final" graduation application submission deadlines follow.

#### PLANNED GRAD DATE (end of term)\*

Spring Semester (early May)  
Summer Session (mid-August)  
Fall Semester (mid-December)

#### \*\*EARLY-AUDIT GRAD-APP DEADLINE\*\*

Previous May 1  
Previous September 15  
Previous March 15

#### \*\*\*FINAL GRAD-APP DEADLINE\*\*\*

Previous January 1  
Previous May 1  
Previous September 1

\*Last day of classes for a term.

\*\*Students who submit properly completed grad apps by this deadline can expect grad audit results prior to the start of their graduation term

\*\*\*Graduation dates of students applying after these deadlines will be 'moved' to the next term or later depending upon when all degree requirements are actually completed

Lists (by term of graduation) of individuals who have filed graduation applications are posted at **myUMW** and in the James Short Administration Building on the bulletin board across the hall from the entrance to the Admissions Office.

### COMMENCEMENT EXERCISES

Commencement exercises at Western are schedule once each year at the end of Spring Semester (usually early May). Individuals who complete all requirements for graduation on or before the end of Spring Semester and who submit properly completed Graduation Application and Commencement Participation forms (within the appropriate deadline for such action) may participate in commencement exercises. [EXCEPTIONS: students who are within six (6) or fewer credits of completing degree requirements and who show evidence, via the Early Graduation Petition, that they can/will complete all remaining degree requirements by the end of Summer Session immediately following commencement exercises, may petition to participate in commencement exercises. This is referred to as "Early Graduation" (see section below).]

Each year about mid-March, Registrar's Office personnel mail commencement information packets to all eligible members of the current graduating class and to those (Summer graduation applicants) who successfully petition for Early Graduation during the academic year. Western's academic year begins with Summer Session, and so the current graduating class consists of those individuals who actually graduated at the end of the most recently completed Summer or Fall terms and candidates (grad-applicants – see deadlines above) for current AY Spring graduation. Early Graduation petitioners are not considered members of the current graduating class.

### EARLY GRADUATION PETITION INSTRUCTIONS

Individuals who are eligible for graduation at the end of the Summer term immediately following commencement and who would like to march in commencement exercises can apply for "early graduation" (petition to march in commencement). To be eligible, Early Graduation petitioners must have applied for graduation for and demonstrate that they will be able to complete all remaining degree requirements not later than the end of the summer term immediately following the commencement exercises in which they'd like to participate. To petition for "early graduation", students must submit: (1.) a properly completed Application for Graduation, (2.) a properly completed Early Graduation Petition for review by the UMW Admissions & Academic Standards Committee (participation privileges are NOT automatic), and, (3.) documentation showing how and when they will complete remaining degree requirements. Appropriate paperwork must be submitted by March 31<sup>st</sup> (prior to commencement). "Early Grads" are identified as such in the commencement program and are not eligible for recognition as honors graduates at commencement.

^Those applying for program completion ONLY (PART 4), must: (1.) complete PARTS 1, 4, 5 and 6 of the form; (2.) sign and date the form; (3.) secure signatures on the bottom of the form (including fee payment); (4.) submit completed form to the university Registrar's Office within the specified deadline. The program completion app procedure is considered COMPLETE when a program app form has been properly filled out, appropriate fees paid, student account cleared, signatures secured, and the form has been filed at the Registrar's Office within the applicable deadline.