MONTANATECH

GRADUATION CHECKLIST

Please use the following checklist as a guide to make sure that you complete *all* of the steps required to graduate. This sheet is for your information only and does *not* need to be turned in with your application.

☐ Meet with your advisor and complete:

- ✓ Application for Graduation
- ✓ Department Specific Catalog Curriculum

☐ Make sure that you've obtained *all* of the required signatures:

- ✓ Student
- ✓ Advisor
- ✓ Department Head
- ✓ Business Office (will sign after you've paid the $79 graduation fee)

☐ Complete the MAPP/ETS test (*North Campus students only).*

Please be sure to complete all of the above steps prior to submitting your application for degree. ***Incomplete applications will NOT be accepted.***

Please complete graduate survey located at MT Tech Career Services to let us know your plans after graduation.

Spring and Fall Commencement – Caps and Gowns will be available at the Bookstore approx. 3-4 weeks prior to graduation, so be sure to watch for emails from the Bookstore.

*Fall applications are due in April (previous semester)

*Spring and Summer applications are due in November (previous semester)

(Check the academic calendar for exact due dates.)

Enrollment Services Use Only:

Initials: _____   Date: _____

Circle one: DC   AW   SO

APPLICATION FOR GRADUATION

Complete both sides and attach a catalog program worksheet, CAPP evaluation, or Degree Works evaluation and submit to the Enrollment Services Office.

Name: _____
(Please print your name as you want it to appear on your diploma and the commencement program)

Phone Number: _____ **Student ID#:** _____

Preferred Email: _____

Address (Street/City/State/ZIP):_____

_____
(Please give an address to which we can send your **diploma** following commencement)

Which certificate/degree are you seeking?
☐ Bachelor of Science
☐ Associate of Applied Science
☐ Bachelor of Applied Science
☐ Certificate

Major: _____ **Option(s) (if any):** _____

Minors: _____
(You must include your completed and signed application for minor with this form)

Hometown: (to be listed on the commencement program**): _____
**Defaults to Butte unless you provide this information

Catalog from which you are graduating: (Required) _____
Note: You may choose to complete the program requirements listed in the catalog that was available when you first enrolled or any subsequent catalog published while continuously enrolled. You must complete those requirements within six years of the date printed on the catalog you choose. If attendance was broken, the most recent catalog is used.

Are you a Veteran/Active Duty: ☐ **YES**   ☐ **NO**
If yes, would you like to be recognized in the program and wear a MT Tech sash? ☐ **YES**   ☐ **NO**

At the conclusion of _____ Semester, _____, my program requirements will be fulfilled.
(FAL/SPR/SUM)   (YEAR)

The following signatures of approval and payment of the $79 graduation fee are required prior to submitting this form to the Enrollment Services Office:

*Student: _____ Date: _____

Advisor: _____ Date: _____

Dept. Head: _____ Date: _____

Business Office: _____ Date: _____

*Note: Submission of this form does not ensure graduation. Degree requirements must be completed before your degree will be posted on your transcript. Regent's policy allows the college to hold a student's diploma and transcripts until all financial obligations have been met. **By your signature above, you agree to release your name for inclusion in the commencement program and any other graduation announcements. If you do not want your name to appear in the above-named documents, you must contact the Enrollment Services Office.**

REMAINING COURSES TO BE TAKEN AND PASSED IN ORDER TO COMPLETE PROGRAM REQUIREMENTS

COURSE	TITLE	CREDITS	SEMESTER TAKEN	COURSE	TITLE	CREDITS	SEMESTER TAKEN
						.	
						.	
						.	
						.	
						.	
						.	
						.	

CURRENT OR FUTURE COURSES TO BE TAKEN BY TRANSFER OR CORRESPONDENCE

COURSE	TITLE	CREDITS	SEMESTER TAKEN	COURSE	TITLE	CREDITS	SEMESTER TAKEN
						.	
						.	
						.	

GRADES OF "INCOMPLETE" THAT MUST BE REMOVED

COURSE	TITLE	CREDITS	SEMESTER TAKEN	COURSE	TITLE	CREDITS	SEMESTER TAKEN
						.	
						.	

*Total credits earned upon completion of degree requirements: _____

(Must equal or exceed minimum credits required for degree)

<u>MONTANA TECH GENERAL EDUCATION REQUIREMENTS</u>
(Not required for AAS degrees or Certificates)

Approved Gen Ed Courses can be found in the "General Education Requirements" section of the catalog.

- Communications: 6 Credits
- Humanities/Fine Arts: 6 Credits
- Mathematical Sciences: 6 Credits
- Physical & Life Sciences: 6-7; 1 course with lab required
- Social Science: 6 Credits
- In addition to the 6 credits of communications courses required for the General Education program, all baccalaureate degrees include one designated writing course at the 300 or 400 level. A 400-level course should be a capstone experience in the student's major.
- General Education Core will be checked upon completion of degree