

# 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 CatalogYour application is not complete until you submit these forms (completed with signatures) and pay your \$79 graduation fee.
  
- Make sure that you've obtained **all** of the required signatures:
  - Student
  - Advisor
  - Department Head
  - Academic Dean (*School of Mines & Engineering only*)
  - Business Office – the Business Office will sign off once you've paid the \$79 graduation fee.
  
- Complete MAPP test and record the test date on page 2 of the application for degree (*north campus students only*)
  
- Complete the graduate survey located at <http://www.mtech.edu/career/students/graduatequestionnaire.htm> .

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

Caps and Gowns will be available at the Bookstore about 3-4 weeks prior to graduation, so be sure to watch for emails from the Bookstore in the Spring!!!

\***Fall** grad applications are due in April (the semester before)

\***Spring** grad applications are due in November (the semester before)

**- check the academic calendar for exact due dates**

<b>Enrollment Processing Use Only:</b> Approved to Graduate: Yes No Term: _____ Date: _____ Initials _____
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### Application for Graduation

Complete both sides and attach a program worksheet/catalog (completed w/your advisor!) 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#: \_\_\_\_\_

Address: \_\_\_\_\_

*Please give an address to which we can send your **diploma** following the commencement*

**Which certificate/degree are you seeking?**

- Certificate     Associate of Applied Science     Associate of Science     Bachelor of Science     Bachelor of Applied Science

Major: \_\_\_\_\_ Option(s) (if any): \_\_\_\_\_

Minor(s): \_\_\_\_\_  
 (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.

**Do you plan to attend the Order of the Ring ceremony?** *(Engineering Graduates Only)* Yes    No

If you will participate in the ceremony, please see your department Administrative Associate for the application. You must fill out the Order of the Ring application the *semester you graduate*, not the semester you submit this application. There are two ceremonies: one in December for Fall grads and one in May for Spring grads.

**Date of the Catalog from which you are graduating: (Required)** \_\_\_\_\_

*\*Note:* You may choose to complete the program requirements listed in either the catalog that was available when you first enrolled at Montana Tech or any subsequent catalog published while you are enrolled, but you must complete those requirements within six years of the date printed on the catalog you choose. If attendance was broken, the most recently catalog of when you returned is what needs to be used.

**Are you are a Veteran/Active Duty** (Please circle one) **Yes No** If yes would you like to be recognized in the commencement program and wear a MT Tech sash? (Please circle one) **Yes No**

**At the conclusion of** \_\_\_\_\_ **Semester,** \_\_\_\_\_, **my program requirements will be fulfilled.**  
 (Fall, Spring, Summer) (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: _____
Department Head: _____	Date: _____
Academic Dean: _____	Date: _____ (School of Mines & Engineering Only)
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
EGEN 336	Fluid Mechanics Lab	1.00	Spring 2014				

**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)

**General Education Requirements** (*Not required for AAS degrees or Certificates.*)

	Course	Title	Cr	Semester Taken
<b>Communications</b> (6 credits) e.g. COMX 111, PTC 3406W, etc.				
<b>Designated Upper Division Writing Req</b> Designated by a "W" in the catalog				
<b>Humanities</b> (6 credits) e.g. HUMN				
<b>Mathematical Sciences</b> (6 credits) e.g. M 171, 172, 242				
<b>Physical &amp; Life Sciences</b> (6-7 credits)				
<b>Social Sciences</b> (6 credits) e.g. PSYX, SOCI, ECNS				

**Graduate Survey and MAPP Test**

Graduate Survey Completion:

Date: \_\_\_\_\_

MAPP Test Completion (*north campus students only*):

Date: \_\_\_\_\_