How to Apply for Graduation
(Directions for Graduate Students)

Congratulations! Earning a graduate degree from Montana State University is an exciting time and we have created documentation to help ensure applying for graduation goes smoothly for you.

Application Deadlines: Fall – September 20th | Spring – February 5th | Summer – June 10th

Application Process

1. **Meet with your Advisor/Committee Chair/Program Leader:**
   - Meet with your advisor (also referred to as your Committee Chair/Program Leader depending on your program) to review your DegreeWorks to ensure your file is accurate and that you are on track to graduate.
     - If changes are needed for your program of study, please utilize the program of study form in MyMSU to update your approved program of study on file with The Graduate School.
       - Note: You can proceed with submitting your graduation application while your changes route for approval. Incomplete boxes in DegreeWorks will NOT prevent you from submitting a graduation application.
     - If your advisor agrees that you are ready to apply to graduate, they will put a specific note in DegreeWorks that they approve your application for graduation.
       - "Grad Committee Chair/Program Leader Approves GR Graduation Application"

   **If you are applying to graduate with multiple credentials (for example, a master's degree and a certificate), you will need a Committee Chair/Program Leader note for each program in DegreeWorks.*

   ***It is the specific note in DegreeWorks from your Committee Chair/Program Leader which will allow you access to the online graduation application.*

2. **Submit Your Graduation Application in MyMSU:** montana.edu/MyMSU
   - Once you have a Committee Chair/Program Leader enter the note in DegreeWorks for each credential you are applying to graduate with, submit your graduation application(s) via MyMSU →Registration & Records → Apply to Graduate card → Application for Graduation (step by step instructions and explanations below).

   **The MyMSU online application currently cannot process one-credit extension or en route graduation applications. If you are applying for a one-credit extension or a master's en route degree, you will need to use the paper (pdf) graduation application instead.*

   ***You can only submit the MyMSU graduation application once per degree, if you previously submitted a graduation application and then withdrew, you will need to submit a paper (pdf) graduation application when you reapply to graduate.*

   The paper (pdf) graduation is available on The Graduate School website here: https://www.montana.edu/gradschool/forms.html#forms_graduation

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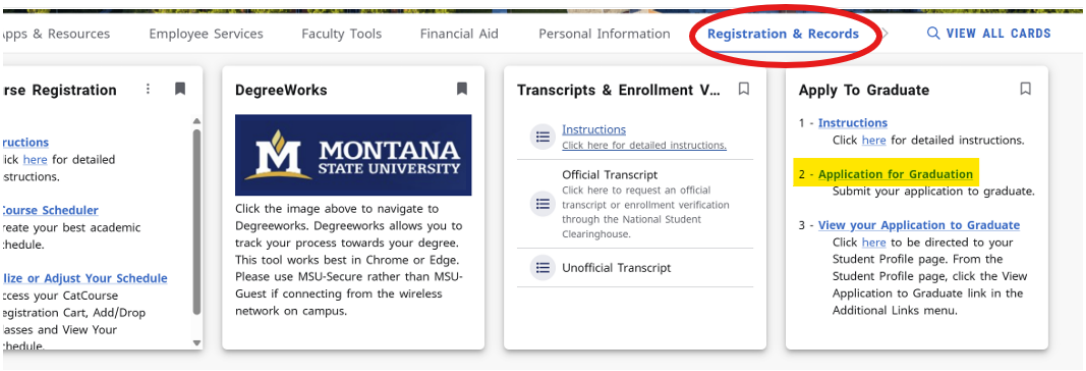
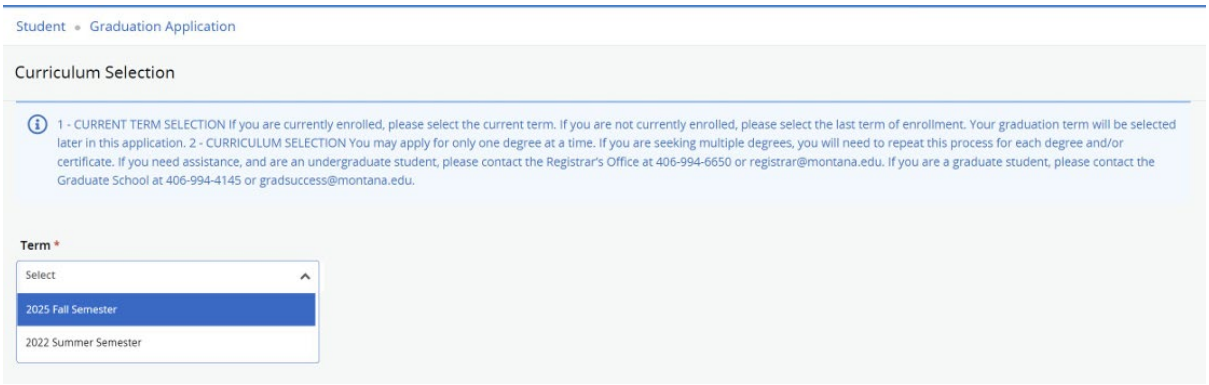
Step by Step Graduation Application Instructions:

1. Once logged into MyMSU, click on “Registration & Records” and select “Application for Graduation” on the “Apply to Graduate” card:

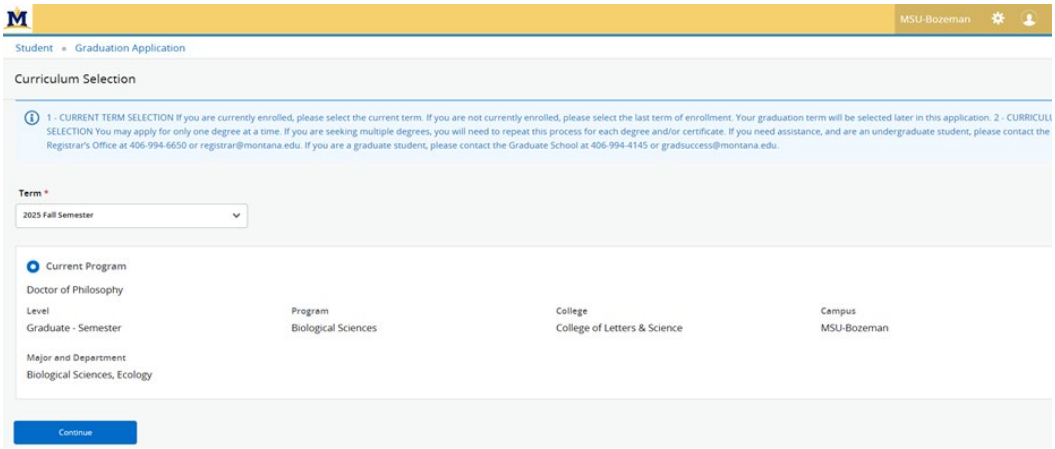


2. **Curriculum Term Selection:** The first screen that will populate will be the “Curriculum Selection.” Please select the CURRENT term or MOST RECENT term.



3. **Curriculum Selection:** After selecting the term, your “current program” will populate underneath the “Term.” Please verify your current program.

   **If you are seeking multiple credentials you will have to complete this process separately for each credential.*



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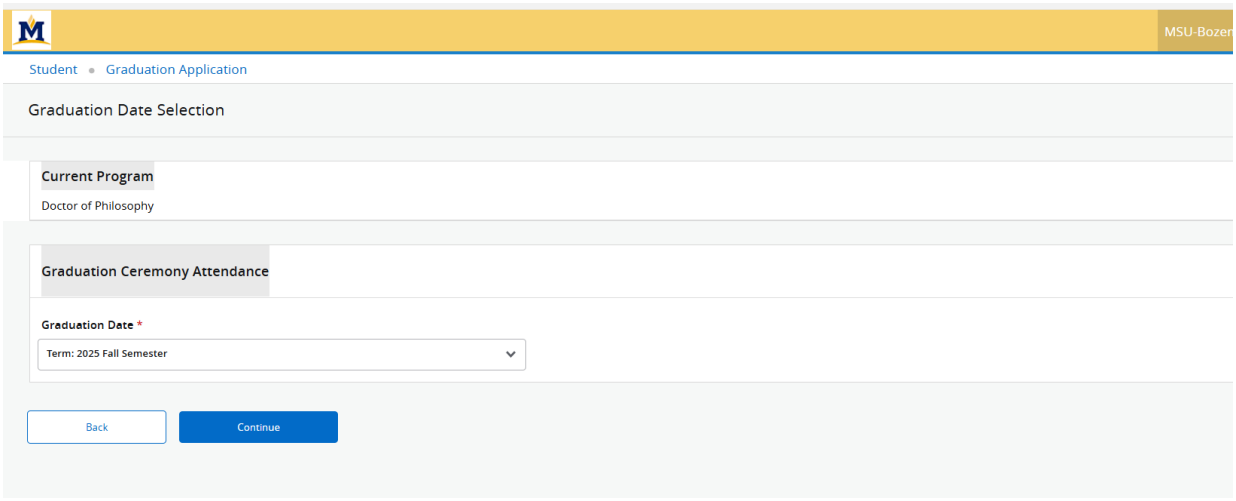
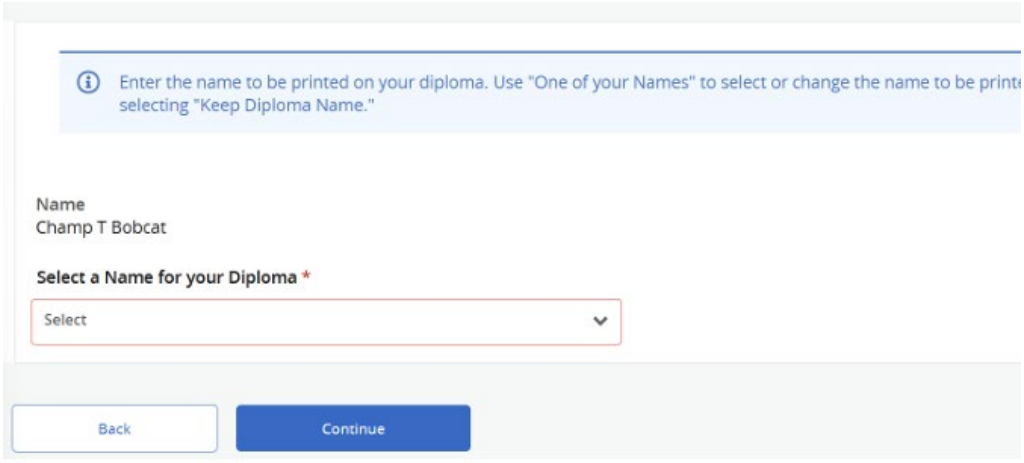
4. **Graduation Date Selection:** Use the drop-down menu to select the term you plan to graduate



*Note: this is to select the term you plan to complete your degree requirements and have your degree conferred. It is NOT indicating your plans to attend the commencement ceremony.

5. **Diploma Name Selection (certificate students will not have this step):** Here you have the option to "Select a Name for your Diploma." The list provided will show all names that have been submitted through the "Name Change" process with the Registrar's Office. If the list of options does not include your preferred name, please go to the Diploma Information page to submit a "Diploma Name Request." This name will be used for your diploma, commencement program, name being read across stage, and any other commencement items.



6. **Diploma Mailing Address Selection (certificate students will not have this step):** Here you can indicate what address you want your diploma sent. In the drop-down menu you will be able to select addresses that have been added into MyMSU or was included in your admissions application. Diplomas are mailed out about 12 weeks after commencement. Please ensure the address below is one you will be able to receive your diploma at that time.

Diploma Mail Times:
Spring Candidates – Mid-July
Summer Candidates – Mid-October

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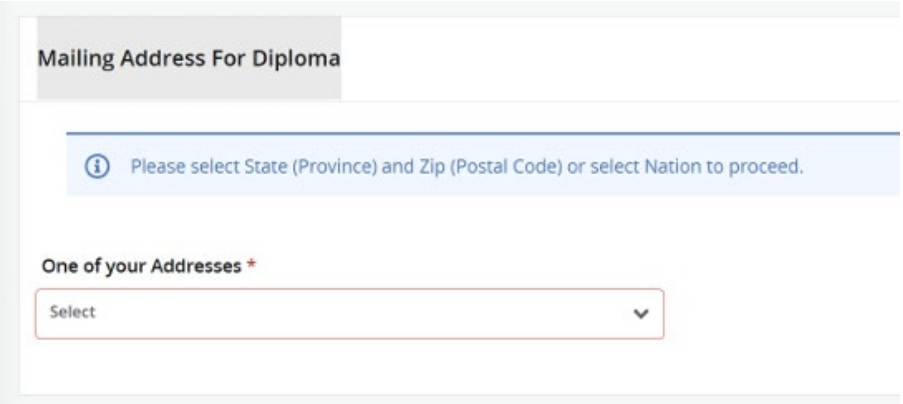
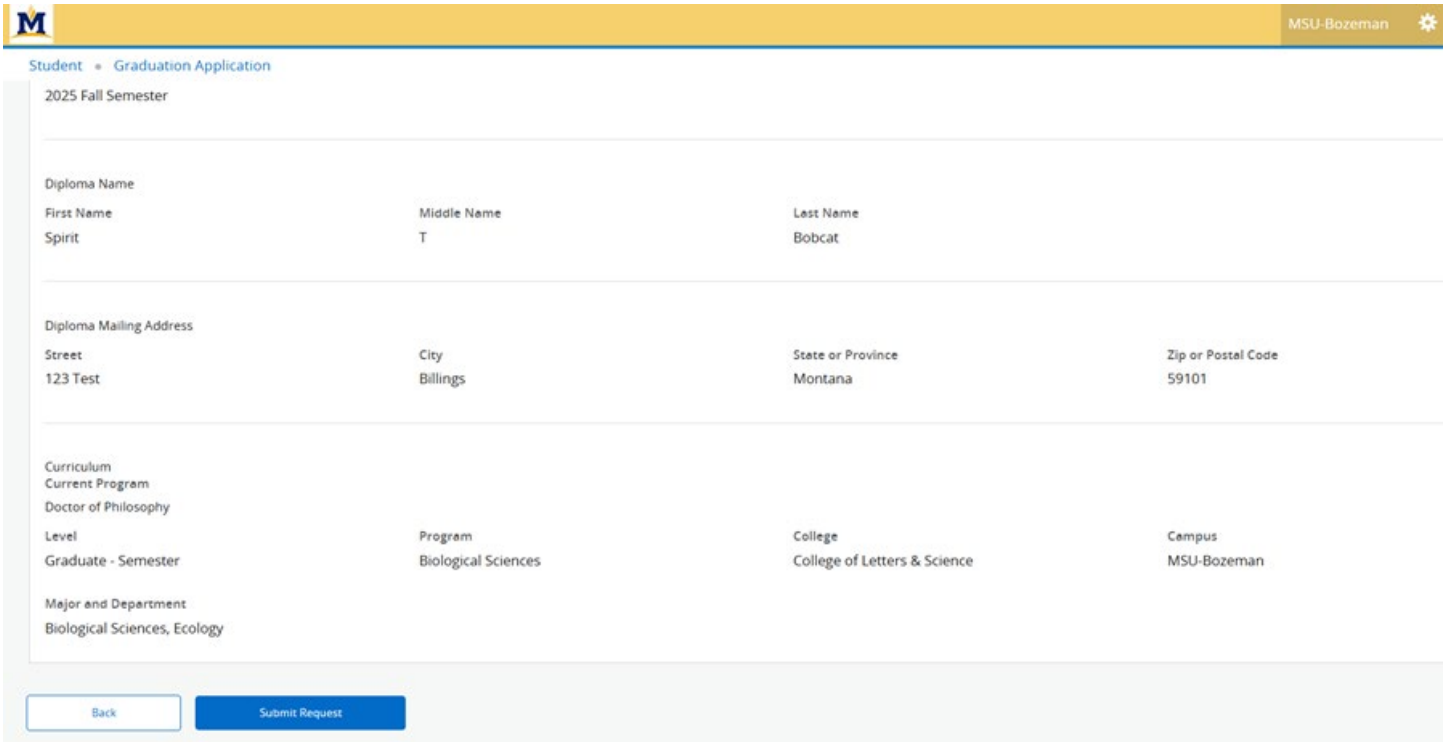
Fall Candidates – Mid-March

*Once your application is submitted you are unable to edit your address, if you need to update your address please reach out to diplomas@montana.edu.



7. **Graduation Application Summary:**
   Here you review and confirm details from previous screens. If you made a mistake, use the back arrow on your browser to correct an erroneous screen. After you **submit** this request you must email gradsuccess@montana.edu to make corrections.



8. **Graduation Application Signature Page:** On this final page you have notification that your Application for Graduation has been submitted, directions if you need to submit an additional application, and a link to the main commencement website.

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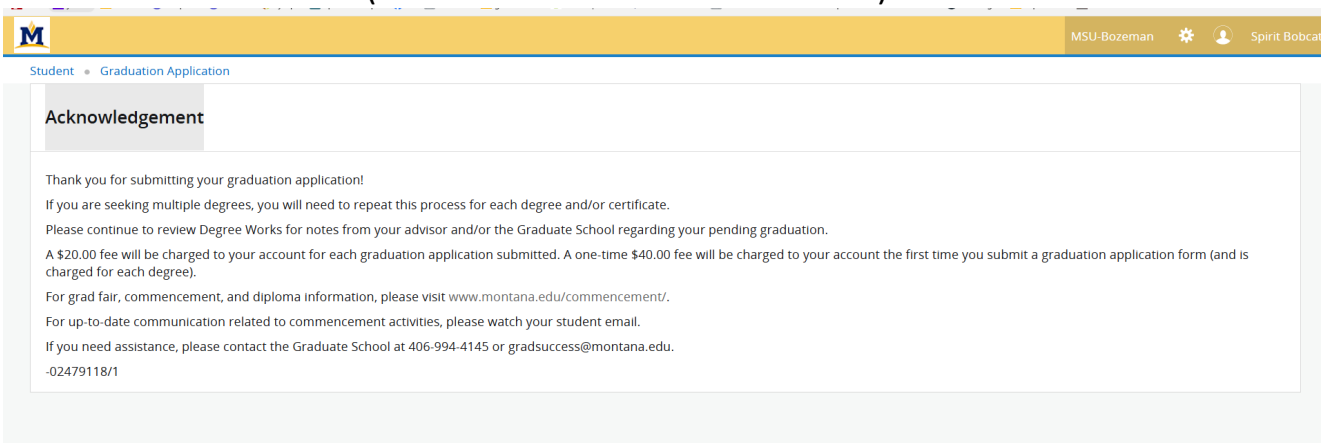
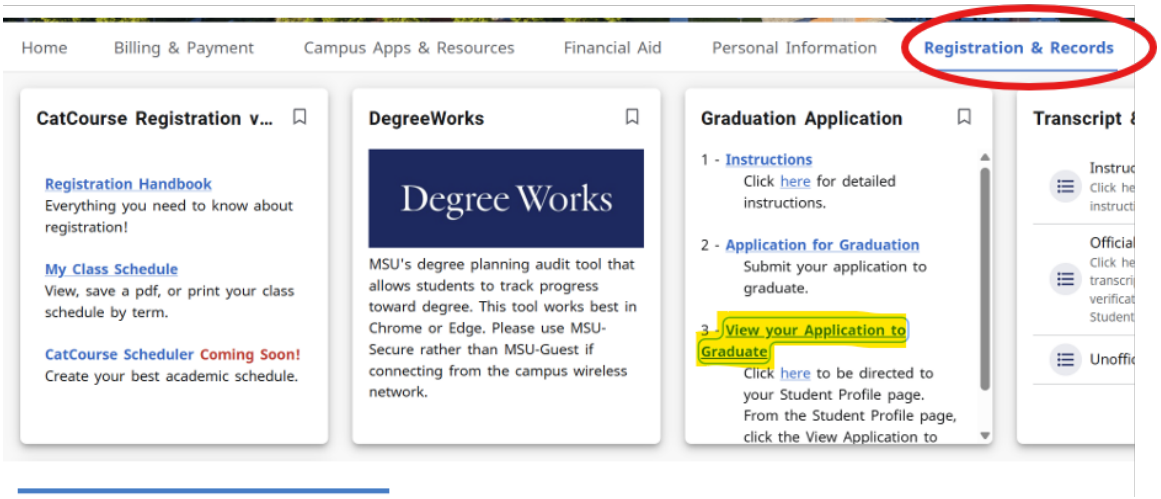
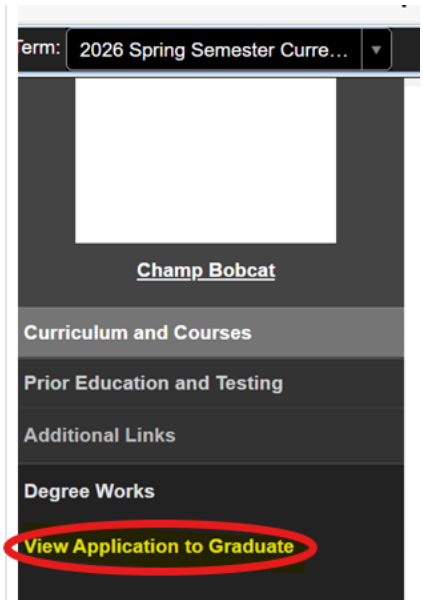


9. **Confirm your Application was Submitted:** You can confirm your application was submitted by going to MyMSU, "Registration & Records" tab and clicking "View your Application to Graduate."



This will take you to your student profile page. Select "View Application to Graduate":



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Next Steps

- Continue to monitor your DegreeWorks. If The Graduate Schools finds any discrepancies, they will make a note in your DegreeWorks.
- Continue to monitor your email for communication regarding the outcome of your Graduate School graduation audit, Graduation Fair, and Commencement preparation. You can also check the Commencement website: https://www.montana.edu/commencement/

Frequently Asked Questions (FAQ)

- 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 MyMSU once the Committee Chair/Program Leader note is in?
  - Once the note is in Degreeworks, MyMSU 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 $20 audit fee is charged to the student's account each time a graduation application is submitted. A one-time $45 graduation fee is charged to the student's account the first time they apply to graduate. The $45 graduation fee is for degree-seeking students only (certificates are not charged the $45 fee). A graduation fee is assessed for each degree (e.g. a master's and then a doctoral degree).

- 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.
    - Note, students who turn their application in late may not receive a Graduation Registration Audit (first audit).

- 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 MyMSU 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.

- What do I do after I submit my application?

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- 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 MyMSU 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.

- How long are the notes in my DegreeWorks good for?
  - The notes in your Degreeworks are good for 60 days.