

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**

SUBJECT: ACADEMIC AFFAIRS

Policy 301.13 – Application for Graduation or Degree Check Requirement; Montana University System  
**Effective: January 18, 2002; Issued: February 26, 2002**

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**I. Board Policy:**

A. Each campus will establish and publish a formal process by which students and faculty may reach final agreement about minimum graduation requirements for a baccalaureate degree in any given academic program.

1. Such agreement shall take the form of an application for graduation or degree check sheet that is signed by the student, the departmental or program advisor, and the appropriate college or university official(s).
2. The final application for graduation or degree check sheet will be placed on file with the registrar and will be used to verify completion of degree requirements prior to the award of the diploma.

B. In addition to fulfilling satisfactorily all academic requirements set forth on the application for graduation or degree check sheet, the student must discharge all financial obligations to the institution and pay approved graduation fees before a diploma will be issued.

**II. Procedures:**

A. Each campus shall develop and publish appropriate operational policies and procedures to implement the application for graduation or degree check sheet policy effective July 1, 2002.

B. These campus policies shall establish a time frame and credit limit within which the student and campus officials should complete and file the application for graduation or degree check sheet.

C. Campus procedures should include a monitoring function by which the campus will ensure students' timely completion of degrees.

History:

Item 113-107-R1101, Application for Graduation or Final Degree Requirement Check Sheet, Approved by the Board of Regents on January 18, 2002.