Using DegreeWorks
To Track a Student's Program of Study

The Graduate School requires students to submit a Program of Study. <u>Doctoral students</u> must submit before the end of their third semester and/or prior to sitting for the comprehensive exam and <u>Master's students</u> must submit before the end of their second semester and/or prior to sitting for the comprehensive exam.

The program of study puts in place the student's committee members and outlines courses, research, exams and other requirements to be completed in fulfillment of the degree. **DegreeWorks will display program of study information for students who have submitted a new program of study or changes to an existing one on or after May 15, 2014.**
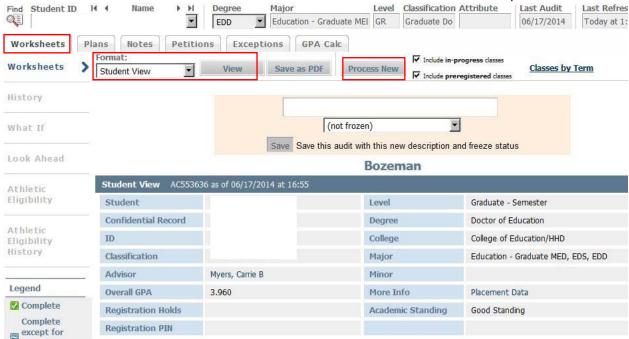
Call 406-994-4149 with questions regarding programs of study, DegreeWorks related questions and DegreeWorks updates.

The attached handout provides a quick overview.

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Contact the Graduate School at 406-994-04149 with questions regarding programs of study in DegreeWorks.

- Find a student by entering their GID or searching by name. Program of Study information is stored as a worksheet so make sure you are on the **Worksheets** tab.

- Make sure Format = **Student View**. (Hit **View** when switching between different formats.) Hit **Process New** to see information that has been added since the last time the record was opened.

- Before a program of study is entered, a student's record will feature general requirements for the degree. It will look like this:

- After the program of study is entered the student's record will look like this: (Note that the student's full GID will be displayed but is blacked out here to protect student privacy.)

					Catalog Year: 2010-2012	Credits Required: 53
■ Degree in Doctorate of Education					GPA: 3.510	Credits Applied: 225
✅ You meet the minimum GPA requirement						
☐ Major Requirements		Still Needed:	See **Major in Education** section			

					Catalog Year: 2010-2012	Credits Required: 30
■ Major in Education					GPA: 3.770	Credits Applied: 39
Degree Works is an advising tool. To see your specific program requirements please review your approved Program of Study on file with your department.						
☐ Concentration Requirements		Still Needed:	See **Program of Study -01350337** section			

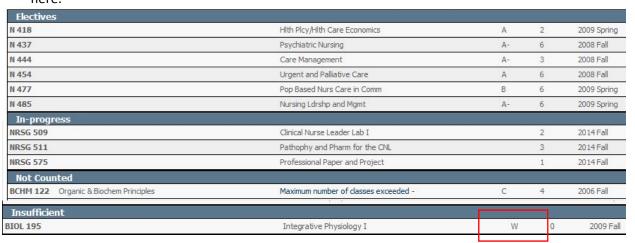|					Catalog Year: 2010-2012	Credits Required: 53
■ Program of Study -01350337					GPA: 3.770	Credits Applied: 39
Unmet conditions for this s████████:		53 credits are required. You currently have 39, you still need 14 more credits.				
12 credits of superintendent licensure to be considered towards EDD.						
✅ Special Education: Special Topics	EDLD 580	Sp-Leadership Academy II	A	3	2011 Summer	
✅ Leadership & Organizational Theory	EDLD 610	Ldrshp and Organizational Thry	A	3	2012 Fall	
✅ Advanced Educational Psychology	EDCI 508	Adv Educational Psychology	A-	3	2012 Spring	
✅ Supervision & Instructional Leadership	EDLD 630	Supervision & Instruct Ldrshp	A	3	2013 Spring	
✅ Leading Social Justice	EDLD 643	Leading Social Justice	B+	3	2013 Summer	
✅ Education Policy & Politics	EDLD 657	Ed Policy & Politics	A	3	2013 Fall	
✅ Educational Qualitative Research	EDCI 507	Qualitative Educational Rsch	B+	3	2014 Spring	
▣ Educational Statistics II	EDCI 502	Educational Statistics II		(3)	2014 Summer	
▣ Educational Quanitative Research	EDCI 607	Quantitative Educational Rsch		(3)	2014 Fall	
✅ Montana Legal and Policy Studies	EDLD 655	Legal and Policy Studies	A-	3	2010 Fall	
✅ The School Superintendent	EDLD 620Z	The School Superintendant	A	3	2011 Spring	
✅ Montana Finance and Facilities	EDLD 650	Res Mgmt:Finance & Facilities	A-	3	2011 Fall	
☐ Dissertation	EDLD 690	Doctoral Thesis		(3)	2014 Summer	
	Still Needed: **11 more Credits**					
Department exception: 14 credits of dissertation research required.						
☐ Comprehensive Exam		Still Needed: Doctoral written comp				

- Program of study will include courses, research, exams and other requirements in fulfillment of the degree. Additional notes, if any, will be listed in this section.

- To understand the status of the courses listed in the program of study use the **Legend**, which appears at the bottom and on the lower left-hand side of the screen.

Legend

✅ Complete	▣ Complete except for classes in-progress	* Prerequisite Required	**PL** Planned Course
☐ Not Complete	▧ Nearly complete - see advisor	@ Any course number	

- Below the program of study are additional classes. Categories include **Electives**, **In-Progress** (currently being taken or to be taken next semester) **Not Counted** and **Insufficient**. **Exceptions** are also listed here.

Electives					
N 418		Hlth Plcy/Hlth Care Economics	A	2	2009 Spring
N 437		Psychiatric Nursing	A-	6	2008 Fall
N 444		Care Management	A-	3	2008 Fall
N 454		Urgent and Palliative Care	A	6	2008 Fall
N 477		Pop Based Nurs Care in Comm	B	6	2009 Spring
N 485		Nursing Ldrshp and Mgmt	A-	6	2009 Spring
In-progress					
NRSG 509		Clinical Nurse Leader Lab I		2	2014 Fall
NRSG 511		Pathophy and Pharm for the CNL		3	2014 Fall
NRSG 575		Professional Paper and Project		1	2014 Fall
Not Counted					
BCHM 122	Organic & Biochem Principles	Maximum number of classes exceeded -	C	4	2006 Fall
Insufficient					
BIOL 195		Integrative Physiology I	W	0	2009 Fall

Exceptions					
Type	Description	Date	Who	Block	Enforced
Remove Course / Change the Limit	BSSP program allows 16 transfer credits	06/23/2014	Vinciguerra, Ann	RA000491	Yes