Using DegreeWorks
To Track a Student’s Program of Study

The Graduate School requires students to submit a Program of Study. Doctoral students must submit before the end of their third semester and/or prior to sitting for the comprehensive exam and Master’s students 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.
Using DegreeWorks To Track a Student’s Program of Study

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:

```plaintext
Hrmet conditions for this set of requirements: A minimum of 30 credits must be taken in residence.
Minimum Credits unsatisfied: A minimum of 60 credits are required. You currently have, you still need 60 more credits.

☐ Your GPA is below 3.0 - please see an advisor

☐ Major Requirements

☒ Still Needed: See Major in Engineering section

☐ Minor in Engineering

☒ Still Needed: See Minor in Engineering section

☐ Concentration Requirements

☒ Still Needed: See Conc in Electrical and Computer Engineering Option section

☐ Conc in Electrical and Computer Engineering Option

☒ Still Needed: 2 Credits in ENGR 694

☐ Research Methods in Engineering

☒ Still Needed: 3 Credits in ENGR 610

☐ Advisor Approved Advanced Math and Numerical Methods Courses

☒ Still Needed: The student’s committee will choose an Advanced Math and Numerical Methods Courses required as part of the degree.

☐ Advisor Approved Graded Credits

☒ Still Needed: Up to 24 graded credits from MS degree may be applied

☐ Additional 7 credits

☒ Still Needed: 7 Credits in EEIE 407 or 408 or 411 or 414 or 417 or 422 or 432 or 433 or 434 or 435 or 441 or 450 or 460 or 465 or 475 or 477 or 482 or 483 or 484 or 503 or 505 or 522 or 525 or 526 or 528 or 532 or 533 or 536 or 541 or 543 or 547 or 548 or 552 or 555 or 556 or 561 or 565 or 577 or 578 or 581 or 582 or 383

☐ Doctoral Dissertation

☒ Still Needed: 18 Credits in EEIE 690

☐ Comprehensive Exam

☒ Still Needed: Comprehensive exam within two years of the qualifying exam and after completed 2/3 of coursework. Also at least one semester prior to Dissertation Defense.

☐ Dissertation Defense

☒ Still Needed: Dissertation Defense must be completed at least 2 weeks before end of term, no more than 5 years after comprehensive exam.
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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.)

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.

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.